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ABSTRACT

Safety policies, procedures, and related information are presented in this manual to assist school personnel in a continuing program of accident prevention. Chapter 1 discusses safety education and accident prevention in general. Chapter 2 covers traffic regulations relating to school safety patrols, school bus transportation, bicycles, and operation of vehicles. Chapter 3 is concerned with emergency drills and disaster preparedness. Civil defense and disaster preparedness, and radio alerting systems are discussed. Chapter 4 deals with plant and employee safety in the cafeteria and garage and repair shop; it also provides employee information. Chapter 5 discusses the instructional and special activities area, which includes practices in emergency care and first aid, and regulations governing special events such as holidays, paper drives, parades, etc. Chapter 6 covers buildings and grounds, discussing responsibilities of the maintenance division and emergency closing of schools and central office. A bibliography and index are included. (TA)

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SAFETY HANDBOOK

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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Montgomery County Public Schools
Rockville, Md.

CE 008 358

FOREWORD

Accidents are undesirable, unplanned, occurrences which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death. National statistics reveal that ninety-eight per cent of all accidents and injuries are caused by unsafe working conditions, unsafe acts of personnel or a combination of both. Therefore, it shall be the goal of the Montgomery County Public Schools to take every reasonable precaution for the safety of students, employees, visitors, patrons, and all others having business with our schools. Safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

This manual is designed to provide all MCPS personnel with safety policies, procedures, and related information to assist them in a continuing program of accident prevention.

Homer O. Elseroad, Superintendent
Montgomery County Public Schools

ACKNOWLEDGEMENTS

The supervisor of safety wishes to express his appreciation to the many contributors who willingly gave their time, talent, and material resources. Special thanks are due to the Boulder, Colorado, Los Angeles, California, and Boston, Massachusetts public schools for providing copies of their safety manuals as guides.

Appreciation is extended to the various national, state, and local agencies which contributed time, energy, and materials in the compilation of the manual.

National

American Automobile Association

American Red Cross

National Commission on Safety Education of the National Education Association

National Safety Council

U. S. Department of Health, Education, and Welfare

U.S. Department of Labor

State

Maryland State Department of Education

Maryland State Roads Commission

State Fire Marshal's Office

State of Maryland Department of Labor and Industry

Local

Montgomery County Department of General Services
Division of Civil Defense
Division of Fire Prevention

Montgomery County Department of Police

Montgomery County Department of Public Health
Division of Field Services
Division of Health Promotion

Montgomery County Department of Public Works
Bureau of Traffic Engineering

Montgomery County Personnel Office
Division of Employee Medical and Safety Service

Montgomery County Public Schools

Department of Educational Media and Technology
Division of Instructional Technology

Department of Financial Services
Division of Insurance and Retirement

Department of School Facilities
Division of Construction
Division of Maintenance

Department of School Services
Division of Operations
Division of School Lunch
Division of Transportation

Department of Supervision and Curriculum Development
Art Education
Health Education
Home Economics
Industrial Education
Music Education
Physical Education
Science Education

Appreciation for outstanding contributions to this endeavor are extended to the National Safety Council, the State of Maryland Department of Labor and Industry, and the Elementary and Secondary School Principals' Association of the Montgomery County Public Schools for the time they took to read, evaluate, and offer constructive criticism of the materials presented in final form in this manual.

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HOW TO USE THIS MANUAL

DEPARTMENT AND DIVISION DIRECTORS

Directors will find the materials contained in this publication useful in daily operation.

PRINCIPALS

Principals will want to consider every aspect of this manual as it affects the school plant, personnel, and the safety of children.

SUPERVISORS

Supervisors will need to direct their attention to the manual as it relates to the instructional program and the need for safety education.

TEACHERS

Teachers will want to familiarize themselves with all phases of the manual which relate directly to plant employee and pupil safety. It should foster a greater understanding of policies and procedures related to a safe school day.

FOREMAN - FIELD SUPERVISORS

Employees working in the Division of Operations and Maintenance will find very useful tips related to accident prevention. Of particular interest to this group will be county codes related to fire and construction safety.

BOARD OF EDUCATION

The Board of Education will want to familiarize themselves with the manual when interpreting to the public the safety program of the Montgomery County Public Schools.

PARENTS

Parent groups and especially the P.T.A. Safety chairmen should find this manual of particular interest and a valuable source of information when planning school programs.

DEVIATION FROM REGULATIONS

Statutory Regulations. All deviations from any federal, state, or local regulation cited herein must have the written approval of the agency and the assistant superintendent for administration.

Administrative Regulations. Deviations from regulations other than federal, state, or local regulations must be approved in unity by the appropriate assistant superintendent and safety director.

Building Safety Regulations and Codes. No portion of this manual shall void or change any requirements or laws of the county, state, or federal government.

The information contained in this safety manual was obtained from sources believed to be reliable. It cannot be assumed that every acceptable safety procedure is contained herein or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

CHAPTER I

SAFETY EDUCATION AND ACCIDENT PREVENTION

1-1 DEFINITION OF "ACCIDENT"

As an aid to clear understanding, "accident" as used herein is defined as "any unexpected or unforeseen occurrence that interrupts or interferes with the orderly progress of the activity in question." An accident, according to this definition, does not necessarily involve human injury.

1-2 ADMINISTRATIVE RESPONSIBILITIES

The objective of the pupil and employee safety program of the Montgomery County, Maryland, Public Schools shall be to prevent needless accidents and to reduce substantially the frequency and severity of injuries at all levels.

1-3 SAFETY SUPERVISOR

A. Development and Supervision of Programs and Materials

1. Proposes and develops information, policies, and procedures related to all facets of safety in the MCPS. He shall be responsible for the publication and continuing revision of a MCPS safety manual which shall include all school, division, and department applications.
2. Develops and maintains an up-to-date and continuing MCPS plan for safety and accident prevention to reflect:
 - a) Priority areas for immediate attention.
 - b) Plans for total and long-range program development.
3. Assists with the preparation and the implementation of safety curriculum for Montgomery County Public Schools.
4. Participates in the planning and development of special safety instructional materials and special programs, e.g., television programs for the instruction of pupils, teachers, and other employees.

B. Training Programs and Implementation

1. Provides, through the Department of School Services and the Department of Information, an informational and educational program in behalf of employee safety.
2. Serves as a trainer and as a member, when feasible, of teams that inspect new schools before they are opened.

C. Evaluation

1. Evaluates and revises all safety policies and procedures.
2. Reviews and evaluates all safety inspection data from schools and all information contained on accident report forms, both pupil and employee, and initiates proper follow-up action, including training sessions as necessary to eliminate specific causes of accidents.
3. Analyzes information contained in the Annual Safety Report as a basis for recommendations and action concerning the overall safety program.
4. Prepares Annual Safety Report in cooperation with the Division of Insurance and Retirement.

D. Assistance, Coordination, and Liaison

1. Coordinates the overall safety program for the MCPS including the efforts and programs of all departments and divisions of the school system.
2. Works with all MCPS personnel and other individuals and agencies in developing and coordinating a MCPS county-wide safety program and individual school programs.
3. Helps to organize and work with safety committees in individual schools.
4. Works with the planning and construction divisions, school architects, and civil defense authorities in developing plans for new buildings to ensure that safety features are built into all new schools and safety hazards eliminated before construction begins.
5. Serves as liaison between MCPS (the Board and the Superintendent) and all safety and safety-related agencies and institutions in the county, including the Office of the County Fire Marshal.
6. Serves as coordinator for safety inspection teams inspecting MCPS.
7. Serves as coordinator and trainer for the school safety self-inspection program and reviews and follows up routinely-submitted safety reports and check lists submitted by the individual schools.
8. Keeps abreast of the research in safety and the latest safety education materials and literature.
9. Assists in obtaining appropriate safety literature, reports, and other materials for teachers, supporting services personnel, and others, as appropriate.
10. Works with Montgomery County and other police officials and the county traffic engineer concerning traffic safety on and near school grounds.

11. Coordinates the county-wide school safety program with school and bus safety patrols and the work of the school crossing guards.
 12. Serves as a consultant and liaison staff member of the Montgomery County Teenage Safety Council and assists this county council-sponsored organization in all ways possible.
 13. Works with local, state, and national civil defense authorities and with the superintendent of schools and school principals to assure the continuous understanding and implementation of current official civil defense and disaster preparedness policies and procedures.
 14. Works with, advises, consults, and utilizes, as appropriate, the superintendent's safety advisory committee as a major planning and coordinating instrument.
- E. Public Information and Public Relations
1. Working through the Department of Information, he serves as the chief school safety program interpreter to the public.
 2. Represents MCPS annually or periodically, as appropriate, at major safety conferences:
 - a) The Governor's Annual Safety Conference.
 - b) The National Safety Congress.

1-4 THE PRINCIPAL

The principal is responsible for the development of a total school safety program. He must be aware of potential and existing hazards within the school and on school grounds. He must interpret county rules and regulations as they relate to pupil and employee safety.

He helps to assure the safety of pupils in a positive way when he:

- A. Adopts procedures for school personnel to report dangerous practices and unsafe conditions as they become known.
- B. Requires all school accidents to be promptly reported.
- C. Institutes a program of regular inspection of buildings, grounds, facilities, and equipment to uncover hazards and dangerous conditions.
- D. Institutes a complete system of accident reporting and analysis.
- E. Takes steps promptly to eliminate, repair, or correct defects and deterioration, to remove obstruction, and to clean school grounds.
- F. Trains personnel to be safety conscious.

- G. Holds regular meetings with the professional staff and with maintenance and service personnel to review and evaluate school accidents and to consider ways to avoid their recurrence.
- H. Develops reasonable regulations for pupil traffic in corridors, on stairways, and elsewhere on school premises.
- I. Provides adequate supervision for field trips and other educational activities away from the school.
- J. Provides adequate supervision in play areas and other areas in the school where large numbers of pupils congregate during school hours.

1-5 TEACHER RESPONSIBILITY

Teachers have the responsibility for safety education and accident prevention. Safety education may be implemented by the classroom teacher in many ways. This instruction should reflect the needs of safety education as indicated by local school and community conditions. The school's experience with accidents and injuries will suggest specific instructional needs. Teachers should familiarize themselves with *MCPS Policies and Procedures*, with the *MCPS Safety Manual*, and *Who Is Liable for Pupil Injuries*, NEA, February, 1963.

Because of teachers' close relation to pupils and their activities, they are most often named as defendants in pupil injury accidents alleging negligence. Taking all reasonable precautions against injury is a teacher's professional responsibility.

1-6 FIELD SUPERVISOR

The field supervisor is in a key position in the organizational structure to carry out safety policy and to prevent accidents and injuries to workers. The field supervisor should know:

- A. What the safety policy is and what it specifies relating to his responsibility and authority.
- B. What his total responsibilities are and how he is expected to integrate safety with personnel; which areas, operations, machines, personnel he directs; and what is to be done about maintenance and repairs, working conditions, provisions of guards, and protective devices.
- C. What he is to do about determining qualifications of workers in his area, and what disciplinary action is permitted under what circumstances.
- D. Who is to instruct and train workers in safety, first aid, and fire prevention.
- E. What the safe work methods are for each job, and where pertinent information is obtainable.
- F. What safety devices and personal protective equipment are to be used on each job, and procedures for making them available.

- G. What commitments can be made to correct unsafe conditions, and the cost limit below which he does not need additional authority.
- H. What to do in case of accidents in the areas of first aid and in calling a doctor, an ambulance, and a hospital.
- I. What reports are required: Inspection, Accident Investigation, and Corrective Action Taken.

1-7 POLICE SCHOOL SAFETY COORDINATORS (Definition)

The officers assigned as School Safety Coordinators supervise the crossing guards and school safety patrols with the cooperation of the school principals and teachers assigned to work with school patrols.

1-8 POLICE SCHOOL SAFETY COORDINATORS (Job Description)

- A. Establish good public relations and liaison between the schools, community, and police department.
- B. Meet regularly with patrols in all public, private, and parochial schools on a bi-monthly basis in an effort to advise and assist with problems beyond the authority and control of school officials, teachers, and patrols.
- C. Confer with school principals regarding traffic safety.
- D. Conduct safety assemblies in the schools for children of all ages.
- E. Participate in special award assemblies honoring safety patrol members.
- F. Survey street crossings for the need of traffic signs, crosswalks, and crossing guards. Reports of these surveys are to be submitted to the appropriate office for subsequent action.
- G. Recruit, evaluate, train, direct, and supervise crossing guards in assigned areas.
- H. Serve as a line of communication to schools.
- I. Work with community agencies such as the American Automobile Association.
- J. Initiate and participate in safety award programs other than patrol programs.
- K. Participate in the summer patrol officers training camp.
- L. Conduct and supervise bicycle safety programs.
- M. Work closely with the safety director of the Montgomery County Public Schools.

1-9 SCHOOL SAFETY COMMITTEE

Each principal shall be responsible for appointing a safety committee in his school. The primary

purpose of this committee is to review periodically the accidents occurring in the school by use of accident report forms and to report findings and recommendations to the school faculty. The principal may also assign additional responsibilities to this committee as he deems appropriate, particularly as it might function in safety education.

Specifically, each secondary school principal shall appoint a safety committee of five or more persons, consisting of a custodian, the school nurse, one of the physical education department chairmen, and at least two other members. Other suitable committee members might include the cafeteria manager, one of the school administrators, industrial arts teachers, teachers of other subjects, counselors, and other professional personnel. It would also be appropriate to have one or more members of the student council serve on this committee. *The safety committee in each secondary school shall meet at least three times per year (near the end of November, February, and May) to review the accident reports which have accumulated over the previous three-month period. If the larger schools find it necessary to meet more often, they should do so. The chairman of this committee shall report to the faculty on the analysis made by the committee after each meeting and send a summary report (one page or less) with recommendations, if any, to the director of safety for any additional action required by the central office.*

On the average, elementary schools report a lesser number of accidents than do the secondary schools. Consequently, the above procedures shall be followed except that the committee on the elementary level shall not be required to meet more than once per year, possibly at the end of May.

This regulation does not change the current procedures for reporting accidents to the Division of Insurance and Federal Aid.

Each school principal shall submit the names of school safety committee members by September 30 to the safety director.

1-10 MONTGOMERY COUNTY TEEN-AGE SAFETY COUNCIL

- A. Fosters and encourages a sense of individual and group responsibility on streets and highways.
- B. Publicizes safety problems and seeks their solution.
- C. Develops a respect for teen-agers as responsible citizens of their community.

Membership in the Teen-Age Safety Council is open to every public, parochial, and private school located in Montgomery County. It meets at least once per month.

1-11 NATIONAL SCHOOL SAFETY HONOR ROLL PROGRAM

The honor roll serves three important purposes. First, it dramatizes an annual date on which the school looks at its safety education program as a whole and does some self-evaluation; second, it provides guidelines for gradual improvement of the school's program; and third, it emphasizes the point that the safety of boys and girls and their education for safe living is not the responsibility of the school alone but is dependent upon the smooth working together toward a common goal of school, home, community, and the boys and girls themselves. It furnishes an annual opportunity for the school to remind community groups of their responsibilities. The program is based on standards; it is not a contest.

1-12 EMPLOYEE SUGGESTION PROGRAM

For those suggestions which reduce hazards or otherwise improve safety, awards ranging between a minimum of \$10.00 and a maximum of \$50.00 may be granted. (See MCPS Regulation 470-1.)

1-13 SUPERINTENDENT'S ADVISORY COMMITTEE ON SAFETY

This standing advisory committee is responsible for gathering information, developing ideas, and making recommendations to the Council on Instruction. It provides an independent, critical, and objective view of existing policies and programs and is free to consider items within this specific area of responsibility.

1-14 SERIOUS ACCIDENTS

When an emergency occurs in a school or office (fire, accident, assault, etc.), the principal or director should inform the superintendent by telephone immediately (see MCPS Regulation 525-3). The superintendent shall notify the director of the Department of Information who will work with the deputy superintendent and the principal or director in coordinating the release of information to the news media and the public. In such cases, no staff member except the superintendent, deputy superintendent, principal, or director of the Department of Information should give information to news media representatives. Strict adherence to this procedure will facilitate accurate and authoritative reporting of details to news media.

1-15 RELEASING INFORMATION

- A. Information on pupil records and other information shall not be released routinely (see MCPS Regulation 545-1). Release of information will be at the discretion of the principal who shall determine what is best for the child.
- B. Information such as requests for attendance information, date of birth, address, and telephone number may be released after the principal decides on the propriety of the request. This information may also be released over the telephone after proper identification is made. A suggested procedure to be used for telephone requests is to call the person back. If there is any doubt that the person making the telephone request is the proper person, the information should not be released.

1-16 CO-OPERATING WITH OTHER COMMUNITY AGENCIES

The operation of MCPS and the concern for the best program for the child requires close cooperation with the various public agencies of the county. The Montgomery County Public Schools, the Health Department, the Department of Public Welfare, and Juvenile Court, The Juvenile Aid Bureau, and Family Services have a close working relationship and a team approach for developing the most helpful program for each child. Information will be shared among these agencies as it contributes to development of appropriate programs for children. (See MCPS Regulation 270-8.)

1-17 CARE OF SCHOOL PROPERTY

"The pupil is responsible for the loss of or damage to school property, be it a book, school equipment, defacing a building, or some other destructive act. Reparation may be made by cash payment, replacement or repair in a satisfactory way by the pupil, or, in case of indigence, paying a penalty fixed by the school." (See MCPS Regulation 540-3.)

ADDENDA

CHAPTER II

TRAFFIC

2-1 TRAFFIC CONTROLS IN SCHOOL AREAS (MCPS Regulation 215-1)

A. Crosswalks, School Patrol Guards, and School Crossing Guards

The location of crosswalks, school patrol guards, and school crossing guards are under the jurisdiction of the Montgomery County Police Department. If there is a question concerning safety of pupils, the principal of the school should contact the appropriate field supervisor, who will work with the director of the Division of Transportation and the Montgomery County police school coordinator to determine whether a hazard exists and to take necessary action where warranted.

B. Traffic Control and Traffic Signs and Devices on School Property Prior to School Opening

The traffic control pattern for a new school is established by the director of the Division of Site Acquisition in consultation with the director of the Division of Transportation prior to completion of construction plans. Plans must be approved by the Montgomery County Bureau of Traffic Engineering after submission by the Division of Site Acquisition. The proper signs are posted prior to school openings.

C. Traffic Control and Traffic Signs and Devices at Established Schools or on Public Roads

Questions or problems concerning traffic control and traffic control signs and devices at established schools or on public roads in the vicinity of the school should be forwarded by the principal to the director of the Division of Transportation. The request should list the following items:

1. Location — a simple sketch in which the problem is illustrated graphically should be prepared
2. Explanation of the conditions considered dangerous, including as much detail as possible
3. Recommended action considered appropriate to correct the situation

Upon receipt of the request, the director of the Division of Transportation will make arrangements for a meeting with the principal, the Montgomery County police school coordinator, and a representative of the Montgomery County Bureau of Traffic Engineering to determine if a hazard exists or if improvements or changes should be made. If action is considered advisable, the Bureau of Traffic Engineering will initiate necessary action or coordinate work with the Maryland State Roads Commission to have necessary signs or devices erected. The director of the Division of Transportation will write a confirming memorandum of the action to be taken to the Bureau of Traffic Engineering and the principal of the school.

2-2 COORDINATION OF SCHOOL CROSSING PROGRAM

The Montgomery County School Police Coordinator in cooperation with MCPS shall be responsible for maintaining a school crossing program.

A list of all school crosswalks submitted by each school area coordinator to the school coordinator shall be compiled and maintained by the Bureau of Traffic Engineering.

2-3 SCHOOL ROUTE PLAN

A school route plan shall be developed for each school area for the purpose of providing maximum protection at a minimum of cost. This school route plan shall consist of selected routes designated to minimize the potential risks for children when going to and from school. The routes selected shall minimize the crossing of through streets.

The children shall be instructed to take advantage of the existing sidewalks, adequate shoulders, and existing traffic controls. A continuous educational program in the schools shall be conducted to inform the children of the existing school route plan. The school route plan shall be laid out by the individual school and the coordinator and reviewed by the Bureau of Traffic Engineering. It is important that parents be informed and persuaded to cooperate in getting children to use these selected school routes.

2-4 PAVEMENT MARKINGS

School crosswalk pavement markings shall be used for school crossing protection. They indicate to the motorist locations where heavy pedestrian movement can be anticipated. These pavement markings shall conform to the Bureau of Traffic Engineering Standards. They shall not be less than 5 inches in width and shall be white on all types of pavement surfaces.

In general, school crosswalk pavement markings shall be limited to locations adjacent to the school grounds or to the block in which the school is located or along a heavily traveled school route, provided these school routes cross through streets.

2-5 SIGNS

School crossing protection signs shall conform to the *Manual on Uniform Traffic Control Devices*.

2-6 SPEED LIMITS

The regulation of speed adjacent to schools or at school crossings shall be discouraged unless there is found to be a definite need to post speed limitations. Requests for speed zoning shall be referred by the Bureau of Traffic Engineering for appropriate engineering and traffic investigation.

2-7 STOP SIGNS

Stop signs shall not be used for the sole purpose of creating gaps in traffic at school crossings.

Portable stop signs at school crossings are nonstandard and shall not be used since they increase the hazard at school crossings. They build up a false feeling of security and they have a tendency to cause disregard for permanent stop signs.

2-8 SCHOOL CROSSING PROTECTION SIGNS

30 x 30 in. The "School" sign shall be erected only where the building or grounds are adjacent to the roadway. It shall be placed approximately 300 feet in advance of the property.

30 x 30 in. The "School Crossing" sign is designed for permanent mounting and shall be placed in advance of those intersections or crosswalks where groups of children cross the highway en route to and from a school not adjacent to the highway. This shall be placed approximately 25 feet from the crosswalk.

The Bureau of Traffic Engineering, working with the Board of Education and the Police Department, will install all necessary one-way, no-parking, stop, and other control signs for all Montgomery County Public Schools.

The Bureau of Traffic Engineering attempts to paint all crosswalks in late August and early September before schools open for the fall term. Any additions to the established list of school crossings during the school year will be painted immediately following notification to the Bureau of Traffic Engineering or as weather permits.

2-9 NECESSARY INFORMATION (Crosswalks)

In order to insure a complete coverage of all the crosswalks necessary to handle the major movements of children to and from school, it is necessary for the Board of Education and Police Department to assist in compiling the following information:

- A. A list of the crosswalks deemed necessary for paint work, by intersection description such as Cedar Lane and Summit Avenue.
- B. The location and number of crosswalks at these intersections with a simple sketch of the individual crosswalks. (Show north on every sketch for clarity.)

One important point to remember in compiling this list is that the major movements of children should be considered first since this educational value in using crosswalks properly will be best served in this way.

Another factor to consider in the selection of crossings is to direct the movements of children rather than to locate the crossings which favor "short-cuts" now existing, subsequently creating unsafe crosswalk conditions. The Bureau of Traffic Engineering recommends that mid-block crossings should be kept to a minimum. Information concerning all new schools that will be opened and any changes shall be submitted to the Bureau of Traffic Engineering before August 1.

2-10 CROSSING GUARDS

Adult guards should aid in the selection of adequate gaps for pedestrians in addition to controlling the children. Instruction, assignment, and supervision of school crossing guards should be an enforcement agency responsibility.

Any request from a PTA or principal for a crossing guard at a location other than at crosswalks will be made to the Division of Transportation at the Lincoln Center section of the Montgomery County Public Schools. (See MCPS Regulation 215-1.)

2-11 TRAFFIC REGULATIONS FOR SCHOOL AREAS

A. Speed Limits in School Areas

Speed limits in school areas are set by the State Roads Commission or the local government, depending on who has jurisdiction over the road involved. If the people in a local community wish to have the speed limit changed in a school area, they should work with the school principal in cooperation with proper school authorities to request the State Roads Commission or the local authorities to take action as required by state statute. Engineering and traffic investigation are required prior to any change in existing speed regulations.

B. Operation of Go-Karts, Mini-Bikes, and Other Nonlicensed Motor Driven Vehicles On MCPS Property

The operation of unregistered vehicles such as go-karts and mini-bikes on public streets and privately-owned parking lots used by the public is a violation of Section 22, Article 66½ of the Maryland Motor Vehicle Regulations. School driveways are considered public thoroughfares. The operation of nonlicensed motor vehicles of all descriptions on school property presents a serious safety hazard to pupils and employees. The maintenance of athletic fields, general play areas, tracks, and other school grounds is a continuing concern. Therefore, the use of go-karts, mini-bikes, and other nonlicensed or unauthorized motor driven vehicles on Montgomery County public school property is prohibited.

2-12 SCHOOL SAFETY PATROLS

A. Purpose

The function of the patrol is to facilitate pupil traffic on sidewalks and at street crossings. Patrols should not be charged with the responsibility of directing vehicular traffic. Patrols must not be termed "police" nor recognized as such. The school safety patrol plays a big part in developing leadership, cooperation, and safety habits, and positive attitudes. Careful selection of school patrols and teacher sponsors is of paramount importance.

B. Supervision

Instruction and supervision of patrols is essential to an efficient operation. Best results are obtained where patrols operate under the immediate supervision and instruction of the school principal and sponsoring teacher in cooperation with the school police coordinator assigned to the school.

C. Insignia

The standard insignia for patrols is the orange Sam Brown or white belt of two-inch-wide material and a badge designating rank of patrol member. Uniformity throughout the county is important. *Belts and badges should be worn at all times when patrols are on duty.*

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D. Flags

Upon occasion, safety patrols are requested to use flags in especially dangerous areas. These may be used at the request of the patrol coordinator and discretion of the school principal.

E. Duty Hours

Duty hours should be determined by the needs of the particular school and based upon sound principles of accident prevention. Patrols' schedules should be arranged so that students do not miss large blocks of school work. Patrol members should report to duty 30 minutes before the opening of school in the morning and at noon and should remain on duty until the last bell. At noon or afternoon dismissal, patrols should leave for their post of duty two or three minutes before the bell. They should remain on duty until all students who are not stragglers have passed this point. Each situation should be studied and evaluated by the patrol sponsor.

F. Operational Procedures

1. Patrols should stand back on the curb, not on the street, and hold back the students until safe passage is possible.
2. Patrols shall direct and control the passage of children on sidewalks, at street crossings, and at street intersections.
3. When patrols work on corners where there are traffic guards, police officers, or traffic signals, they shall always obey the direction of the adult or the traffic signal.
4. In situations where a patrol's view is obstructed by parked cars or other obstructions, the patrol should go no farther than the outer edge of the obstruction. Children should remain on the curb until they receive the signal to cross. Patrols should then return to the curb.

G. Appointments

Patrols should be selected on the basis of leadership, satisfactory scholarship, appearance, and reliability. Patrols should be selected from the upper grades. Patrol service should be voluntary and open to all who qualify. Written approval of the parent or guardian shall be secured. Any deviations shall be approved by the school principal in cooperation with the police coordinator.

The patrol trainee shall operate under the direction of the assigned teacher sponsor for May and June. In September of the next school year, the newly trained group will assume regular posts as a Safety Patrol.

J. Pledge

PATROL MEMBER'S PLEDGE

I promise to do my best to:

- Report for duty on time.
- Perform my duties faithfully.
- Strive to prevent accidents, always setting a good example myself.
- Obey my teachers and officers of the patrol.
- Report dangerous practices of students.
- Strive to earn the respect of fellow students.

Application for Membership

**SCHOOL SAFETY PATROL
APPLICATION FOR MEMBERSHIP**

I hereby apply for membership in the Patrol _____
(name of school)

If accepted, I will obey the pledge below and other rules and regulations of the patrol.

- Report for duty on time.
- Perform my duties faithfully.
- Strive to prevent accidents, always setting a good example myself.
- Obey my teachers and officers of the patrol.
- Report dangerous practices of students.
- Strive to earn the respect of fellow students.

To the above I hereby sign my name.

(First—Middle—Last)

Date _____
(Address)

APPROVAL OF PARENT OR GUARDIAN

Having read the above pledge and explanation of the aims and duties of the Patrol outlined on this card, I hereby give my consent to have my son/daughter _____ serve as a member of the School Safety Patrol of the above named school, if accepted for this service.

Parent/Guardian _____

Principal/Supervisor _____

TO PARENTS:

Your child has expressed a desire to serve on the School Safety Patrol. Patrol is voluntary, open to all who are interested, and means a sacrifice of a few minutes each day in order to fulfill the duties as a member. Members are selected for their courtesy, dependability, interest in their job, physical fitness, attitude toward others, and scholastic standing.

The primary aims of the patrol are:

To help protect children from automobile accidents while they are on their way to and from school.

To help children develop sound habits in the use of sidewalks and streets.

To foster qualities of leadership and good citizenship in patrol members.

Awards and demerits are given in the performance of patrol duties. Parents are informed that such disciplinary action as temporary suspension is invoked for repeated disciplinary action, for repeated demerits, or for failure in school work. This is sometimes necessary for character development of the child. If such action is taken, full cooperation on your part will help.

School Safety Patrol membership is an honored position. Millions of boys and girls have served since the program started in 1922. Children 5 to 14 years of age have established one of the best overall traffic safety records of all age groups during this time. Patrols have played an important part in this important program.

With your endorsement, your child will shoulder responsibilities which will help to strengthen his character. It will also provide the opportunity to render service to his fellow students and to develop a better understanding of pedestrian and vehicular traffic hazards.

L. Meetings

The length and frequency of meetings may vary in each school. However, some minimum standards must be established. Most meetings should last approximately 20 minutes or more.

1. Elementary schools meet bi-monthly, during school hours.
2. Junior and senior high schools meet once per month, during school hours.
3. Meetings should be conducted by the captain of patrols under the supervision of the sponsor or a designated teacher within the school.

M. Violation of Rules

If a student persists in violating rules, the patrol should refer the matter to the teacher sponsor or appropriate supervisor. Patrols shall not use force to accomplish desired goals.

More detailed information may be attained by referring to *Policies and Practices for School Safety Patrols* and *How to Organize and Supervise a School Safety Patrol*, American Automobile Association, 1712 G Street, N. W., Washington, D. C. 20006.

N. School Crossing Guards – Adults

Adult school crossing guards play an extremely important role in the school traffic safety program in Montgomery County by providing safe crossing to and from school for thousands of school children each day throughout the school year. The outstanding school traffic record enjoyed by the residents of Montgomery County is due in large measure to the excellent and dedicated service rendered by the school crossing guards.

O. Supervision

The Police School Safety Coordinator directs and supervises the crossing guards in their assigned areas and is available throughout the school year to advise and assist in every possible way.

P. Specific Duties and Responsibilities

Specific duties and responsibilities shall include the directing of school children and other pedestrians to cross the street at the school crossing guard's signal, controlling vehicular traffic as necessary and consistent with the safety of all concerned to assure safe crossing for such pedestrians, reporting motorists who fail to comply with provisions of laws governing the movement of vehicular traffic.

Q. Primary Duties and Responsibilities

The primary duty of school crossing guards is to supervise the safe crossing of school children and other pedestrians in designated crossing areas. This is achieved by:

1. Directing school children and other pedestrians to cross the street without unreasonable delay when crossing is safe.
2. Controlling vehicular traffic as necessary and consistent with the safety of all concerned to assure a safe crossing for pedestrians.
3. Deterring pedestrians, as necessary, from committing unlawful or unsafe acts at their crossings.
4. Informing motorists, through appropriate hand signals, that school children are about to use the crossing and have the right-of-way.
5. Reporting motorists who fail to comply with provisions of the law governing the movements of vehicular traffic in relation to pedestrian traffic while in school traffic zones.
6. Reporting to school safety coordinators and/or principals of schools any children who are careless or who fail to obey directions.

R. Working with School Safety Patrols

School safety patrols assigned to work with crossing guards shall not work on the street. Their main mission is to help maintain attention and order of the group preparing to cross, and to help check stragglers or late comers when it is time to stop pedestrian movement for vehicular traffic to resume. The school safety patrol shall never, under any circumstances, direct traffic or assist in directing traffic.

For complete and detailed information relating to crossing guards, refer to *Manual for School Crossing Guards* which may be obtained through the school police coordinator.

In case of early dismissals or holidays, it is the responsibility of the school to notify the respective crossing guards as soon as possible. If known far enough in advance, advise the crossing guard of school changes in writing.

2-13 SCHOOL BUS TRANSPORTATION (See MCPS Regulation 215-1.)

A. Factors for Determining Safe Walking Conditions (Board Resolution 201-70, March 10, 1970)

"Resolved, That the factors below shall be considered in determining the need for pupil transportation services:

1. Elementary pupils crossing a multilane highway as listed on the official Maryland Highway Map without the assistance of an adult crossing guard.
2. Building and other construction activities which create potentially dangerous situations on an established walking route and where other walking routes are not available.
3. Absence of a sidewalk, or in some cases absence of a buffer strip or guard rail between sidewalk and road, along a major highway or heavily traveled street in a residential area.
4. Special education children who, because of physical or mental handicaps, are not able to perform the walking assignments expected of children enrolled in regular school classes.
5. Transportation may be provided for distances less than that authorized by Board policy if a condition is considered hazardous, but the condition must be reviewed on an annual basis and corrected as soon as possible,

and be it further

"Resolved, That the following kind of standards be considered in making decisions relative to the factors listed above:

1. The school and the home must work together to provide the necessary instruction to insure safe walking habits. Although parents teach their children safe practices from the day they first start walking, schools are expected to supplement safe walking instructions while en route to and from school.

2. Sidewalks should be so constructed and designed that children can walk safely on them.
3. The absence of buffer strips between a sidewalk and the traveled portion of the roadway, telephone poles or signs on the sidewalk shall be considered, recognizing that they do not automatically constitute a safety hazard.
4. The transportation staff, in cooperation with the police safety coordinator, shall work diligently to make certain that in every instance involving school children the need for safe walkways is made clear to the responsible County and State agencies, and, in particular, that walkways are built in areas of heavy traffic, and in all cases with buffer strips or guard rails.
5. Snow accumulation on sidewalks during inclement weather is not considered sufficient cause for providing transportation. Parent help is needed on those few days when *all walking pupils* are subjected to the same conditions. When snow causes conditions which are generally considered unsafe, school may be canceled or the starting time delayed one and one-half hours until heavy traffic has subsided.
6. Children are expected to walk safely without sidewalks in many areas such as residential subdivisions, side streets, and to bus stops along roads where traffic is not heavy, where space is available at the side of the road, or where the road is of sufficient width to allow walking off the main road. Buses are not an alternative to the absence of sidewalks in a subdivision. Communities desirous of obtaining sidewalks should initiate their requests with the appropriate governmental agencies.
7. Crossing guards are employed to assist children in crossing intersections because it is more economical to utilize crossing guards than to provide bus transportation.
8. Secondary students are expected to be able to cross all controlled intersections safely.
9. Elementary school children are usually expected to be able to cross controlled intersections safely except on major highways. It is recognized that in some instances this may not apply to five- and six-year-olds.
10. Children are expected to be able to walk to centralized pickup points to await the arrival of school buses. While waiting, children should observe safe practices and stand well off the traveled portion of the road.
11. Children are encouraged not to walk across private property en route to or from school.
12. Children are expected to walk across property where paths or footbridges are constructed and maintained by a public agency such as the Maryland-National Capital Park and Planning Commission, the Department of Public Works, or the Montgomery County Public Schools."

B. Procedures to Implement Policy for Pupil Transportation

The director of the Division of Transportation is responsible for school bus transportation and works with police officials who are charged with pupil pedestrian safety as related to school

patrols and crossing guards. In matters dealing with the transportation and safety of pupils, the area assistant superintendent, principal, and director of transportation shall share the responsibility for making decisions relative to the efficiency of operation and safety of pupils.

1. Attendance Areas

Pupils shall not be transported to schools outside the public school attendance area as established by the Division of Planning, except for special education and vocational/technical placements.

2. Regulations for Operation and Care of Buses

The following regulations govern the operation and care of school buses in Montgomery County, Maryland. Violations of the regulations will subject the operators to disciplinary action.

- a) Montgomery County school buses shall not cross a main line railroad grade crossing.
- b) Alcoholic beverages shall not be consumed at any time that may affect the driver's ability to operate the bus. There shall be no alcoholic beverages allowed on the bus at any time.
- c) There shall be no unauthorized passengers on the bus.
- d) There shall be no personal use of the bus.
- e) At all times when there are children on the bus, the operator must be in his seat, in a position to guard against drifting or loading accidents.
- f) Operating a safe vehicle is one of the most important duties of the operator. If the bus is in an unsafe condition, it should not be moved, and the field supervisor should be notified immediately.
- g) A bus shall not pass another bus that is loading or unloading.
- h) The speed limit for all in-service buses on County roads is 35 miles per hour, or less if in a lower-posted area. The speed limit shall be 45 miles per hour on high-speed highways.
- i) Any bus involved in an accident or collision shall not be moved until the Department of Police is notified and the investigating officer releases the bus. Any operator involved in three (3) chargeable accidents in one school year is subject to dismissal. Any backing accident is a chargeable accident. All accidents should be reported to the Division of Transportation as soon as possible.
- j) A bus shall not be gassed while students are on the bus.
- k) The use of tobacco in any form is not allowed in the presence of students.

- i) The proper procedure for crossing spur line railroad tracks as outlined below is quoted from the regulations of the Maryland Department of Motor Vehicles:

"The driver of any school bus, before crossing at grade any track or tracks of a railroad, shall come to a full stop within fifty (50) feet but not less than ten (10) feet from the nearest rail of such railroad, and while so stopped shall listen and look in both directions along such track for any approaching train, and shall not proceed until he can do so safely."

This paragraph from Section 241 (A) of the Motor Vehicle Laws of Maryland, together with the following paragraph, shall govern the crossing of all spur lines by any Montgomery County school bus.

Upon approaching a spur line railroad track, the operator shall bring the bus to a complete stop in such a position that a passing train would clear the bus. After coming to a complete stop, the door should be opened and the operator should look and listen for any approaching train. If the track is clear, the door should be closed, and the operator should then proceed across the track or tracks in second gear and should not shift the transmission until the rear of the bus is clear of the last track.

- m) Students shall not be removed from the bus for disciplinary reasons by the operator unless his behavior is a threat to the safety of other pupils. Every effort shall be made to discharge the pupil at a point where his safety is not jeopardized. Any misbehavior on the bus should be reported to the principal or assistant principal of the school concerned so that parents can be notified immediately. If appropriate action is not taken by the school, the operator should then contact his field supervisor.
- n) Students shall not be permitted to stand or sit in the step well or on the heater. Students shall not be permitted to stand forward of the stanchions beside the front seats. Students shall not be permitted to operate the bus door.
- o) In the morning, students shall not be permitted to leave the bus except at school. In the afternoon, students shall not be permitted to leave the bus at any place except his regular stop without written permission from the principal.
- p) When approaching a school bus stop, the operator shall turn on the red warning lights approximately 150 feet before coming to a stop. These lights are to be activated by the switch mounted on the steering column. After the bus has come to a complete stop, the door should be opened. At this time, the door switch will control the warning lights, and the switch on the steering column should be returned to the off position. When the door is closed, the door switch will turn off the warning lights.
- q) Under no condition shall the aisle or emergency door be blocked by musical instruments, equipment, or any other object.
- r) Buses shall not be operated with the door open.

- s) Animals, pets, reptiles, firearms, or explosives shall not be transported on buses at any time with the following exception: Rifle clubs may use school buses for transporting members and their rifles and ammunition for regularly scheduled rifle club activities provided the club adviser accompanies the rifle club on the bus to and from the activity. Rifles shall be unloaded and cased at all times when being transported to and from competitive meets. In the case of illness of the faculty adviser or some other emergency, a teacher appointed by the principal must accompany the club to and from the activity.
- t) Each morning before starting on his run, the operator shall make an inspection of his bus to determine if the following items are in effective working order: warning lights, turn signals, rear-door device, tires, hand brake, and service brake.
- u) It is the duty of the operator to see that his bus is kept clean inside and outside and to present a neat, clean appearance at all times.
- v) All operators must turn in all reports promptly.
- w) Female operators may wear slacks or pedal pushers that reach below the knees.
- x) Bus operators shall not be permitted to wear shorts.
- y) The minimum age limit for all bus operators is twenty-one (21) years; the maximum age is sixty-five (65).
- z) All operators shall use safety belts while the bus is in motion.

3. Point System to Control Regulation Violators

Points	Regulation Violations
15	Crossing Main Line Grade Crossing
15	Use of Alcoholic Beverages
5-15	Chargeable Accident
5-15	Abuse of Equipment
5-15	Failure to Report an Accident
5-15	Unauthorized Use
5	Unattended Vehicle
5	Doubling of Trips
5	Failure to Make Scheduled Trip
5-15	Operating Unsafe Vehicle
3	Unauthorized Parking
3	Unauthorized Route
3	Unauthorized Stops
3	Refueling with Passengers
3	Backing When Unsafe To Do So
3	Operating With Front Door Open

3	Failure to Use Seat Belt
3	Failure to Make Pre-Trip Inspection
3	Unauthorized Passenger
3	Improper Passing
5	Improper Speed
3	Improper Use of Tobacco
5	Improper Procedure — Spur Line Railroad
5	Improper Handling of Students
3	Improper Load
5	Improper Use of Warning Lights
3	Improper Personal Appearance
5	Allowing Pets, Reptiles, Firearms, Explosives on Bus
5	Improper Public Relations
3	Violations of Other D.M.V. Laws
5-15	Reckless Driving
3-15	Other (Explain)

4. Route Extensions

After bus routes have been established, regular pickup points shall be used for purposes of determining walking distances. Routes will not be extended unless the walking distance from the home to an established bus stop is greater than one mile for elementary pupils, one and one-half miles for junior high pupils, and one and three-fourths miles for senior high pupils, and only if the following factors are favorable:

- a) The road must be fit to carry the weight of the bus. The same applies to any bridges on the road. Weight limits shall be obtained from the proper highway department.
- b) The turn from the existing route and entrance back onto the existing route must be safe.
- c) Dangerous embankments must be protected with adequate guard rails.
- d) If the bus must turn around, a safe and adequate turning place must be available.

5. Responsibility of the Principal

The principal or local school administrator has certain educational responsibilities in regard to pupil transportation. He shall keep an accurate record of pupils transported at public expense. The school principal shall also assume the full responsibility for the conduct of pupils who are transported in school buses. It is the duty of the principal to take action to correct any breaches of school bus safety regulations. (See MCPS Form 555-3, p. 24.)

It is the principal's responsibility to:

- a) Assure classroom instruction on safety regulations for school bus riders.
- b) Provide adequate supervision at school loading and unloading zones. Bus riders shall not be permitted to move toward the bus at school loading zones until the bus has been brought to a complete stop.

- c) Enforce safe traffic regulations on school property.
- d) Report overloading and any other unsafe practice to the Division of Transportation.
- e) Explain and interpret policies pertaining to transportation to patrons of his school.

6. Procedure for Suspension of Bus Riding Privileges

- a) The responsibility for denying a pupil the privilege of riding the school bus rests with the school principal.

Division of Transportation Montgomery County Public Schools	SCHOOL BUS DRIVER DISCIPLINARY REPORT
Pupil's Name	Date
School	Bus No.
☐ Disobedient or disrespectful to driver ☐ Standing or moving while bus in motion ☐ Sticking head or hands out of window ☐ Throwing objects out of window ☐ Unusually loud talking, laughing or singing	☐ Smoking ☐ Scuffling or fighting ☐ Obscene language ☐ Depositing litter on floor ☐ Disturbing Others ☐ Tampering with bus or its equipment ☐ Other (see remarks)
Remarks	
_____ Driver	
ACTION BY PRINCIPAL	
Copies to: 1 & 2 - to Principal (Principal forward copy 2 to transportation supervisor with action indicated) 3 - Driver	

MCPS Form 555-3, Mar. '67

- b) Drivers shall notify principals of circumstances and details pertaining to problems with pupils on the school bus.
- c) The principal shall exercise his responsibility to warn the pupil or to suspend riding privileges, depending on the severity and the nature of the case.
- d) The principal shall notify parents in writing of complaints and action taken, with a copy to the transportation office.

7. Responsibilities of Pupils

All pupils are subject to this rule: A pupil shall become ineligible for transportation when his behavior is such as to create a problem on the school bus, or when he disobeys State or local rules and regulations pertaining to pupil transportation.

The bus operator is the authority on the school bus and must be obeyed promptly. It is the duty of the operator to report to the principal all violations of rules and regulations. The operator is responsible for safety, and it is the duty of every passenger to help. It is necessary that the following regulations be obeyed:

- a) Pupils must behave while on the bus. Riding the bus is a privilege that can be denied temporarily or permanently if the pupil's behavior warrants it.
- b) Pupils shall obey the bus operator at all times while under his supervision.
- c) Pupils shall not stand or play in the roadway while waiting for the bus.
- d) Pupils shall not extend arms or heads out of bus windows at any time.
- e) Pupils shall not stand nearer the front of the bus than the two front seats.
- f) Pupils shall remain seated while the bus is in motion.
- g) Pupils shall remain in line at least five feet from the bus when it stops to pick up and should not move toward the bus until the door is open.
- h) Pupils shall look for the traffic in both directions before crossing the highway.
- i) Pupils who must cross the highway after alighting from the bus shall pass ten feet in front of the bus. They shall cross only after the driver signals them to do so.
- j) Pupils are not permitted to stand on the road, highway, or street to direct traffic.
- k) Pupils shall keep the aisles clear of lunch boxes, musical instruments, books, etc.
- l) Pupils shall be at the stopping places at the time designated and be ready to get into the bus with the least possible delay in order to keep the bus on schedule.
- m) Pupils shall not be allowed to leave the bus at any place other than his regular stop without the written consent of the principal.
- n) Pupils shall conduct themselves in an acceptable manner at all times. Smoking, vulgarity, boisterous or other improper conduct will not be permitted.
- o) Pupils shall assist the driver in keeping the bus clean.
- p) Eating or drinking on the bus is prohibited.

- q) Pupils shall not damage or deface any part of the bus.
- r) Pupils may ride only those buses to which they are regularly assigned.
- s) Pupils may not operate the service door. This is the responsibility of the bus operator.
- t) Pupils may not tamper with the operating mechanism of the emergency doors.
- u) Pupils shall remain absolutely quiet when approaching a railroad crossing.
- v) Pupils shall go home promptly after leaving the school bus.
- w) Pupils shall not play radios on the school bus.
- x) Safety rules that shall be observed:
 - (1) Use the cross walk areas.
 - (2) Smoking on the bus or while waiting in line is prohibited.
 - (3) When walking along the highway, walk on the left facing oncoming traffic.
 - (4) Remain seated if bus is delayed on the road.
 - (5) Use emergency door only in case of an emergency.
 - (6) Be of assistance to smaller children.

8. Guidelines in Event of Bus Accident Involving Pupils

These guidelines provide for the identification of pupils, public relations, and handling of pupil statements in the event of a bus accident involving pupils.

a) Identification of Pupils

(1) Regular Transportation

A list or file shall be maintained in the general office of every school. The list should include all pupils *authorized* to ride on each run identified by destination, route, or area served by a specific bus used. These items should be listed on a 3 x 5 card or other form or list which would be decided by the individual principal at each school:

- (a) Name
- (b) Street Address

(c) Home Phone

(d) Grade or Homeroom Teacher

(e) Date

(f) Run Identification

(2) Field Trips

The school and the chaperone should each have a list of every pupil on a field trip. In case of an accident, the chaperone should notify the principal and the bus operator should notify the police and the Division of Transportation.

b) Public Relations

(1) Parents

The principal (or representative) should make an effort to contact parents as soon as possible following an accident. Provide all the factual information known pertaining to the bus accident and the child of the parent requesting information (do not discuss with other children).

(2) News Media

The principal should refer all questions to the director, Department of Information.

c) Action

(1) Bus Driver

(a) First, contact the police immediately and request ambulance service if necessary. Telephone number for the Montgomery County EMERGENCY OPERATING CENTER is 762-1000.

(b) Second, notify the Division of Transportation as quickly as possible.

(2) Director of Transportation (or his representative)

(a) Notify the Department of Information immediately (during school hours).

(b) Notify the principals of all schools involved (during and after school hours).

(c) If after working hours, call administrative personnel in this order:

i) Director of School Services

ii) Associate Superintendent for Business and Financial Services

iii) Deputy Superintendent

iv) Director of Information

v) Associate Superintendent for Administration

(d) If pupils involved in the accident were sent to a hospital or several hospitals, send administrative or supervisory personnel to the hospital(s) and notify the principal or parent and the Department of Information regarding each pupil within the limits of practicality.

(e) Arrange for substitute buses to transport all children who were not injured to their homes. If a child was injured, even if only slightly, the parent should be notified of the nature of the accident, if possible.

(3) Principal (or his representative)

Make every effort to contact parents as soon as possible. If a pupil was injured, even if only slightly, inform the parent of the nature of the accident, if possible. Complete accident reports as required by MCPS Regulation 525-3.

(4) Department of Information

This office will notify the various central offices and handle all news media requests for information.

2-14 HAZARDOUS CLOTHING

Pupils shall be instructed to wear clothing that will not obstruct their view while walking to school.

2-15 SOLICITING RIDES (Hitchhiking)

Students shall be instructed not to solicit rides to or from school.

2-16 BICYCLES

A. Bicycle Permission

A bicycle permission card shall be distributed by the school administrator to all pupils riding bicycles to school. This form must be signed by the parent, giving his child permission to ride his bicycle to school and agreeing to abide by the rules (exception - high school pupils).

Schools shall maintain a file of bicycle owners parking on school grounds.

B. Storage

All bicycles parked on school grounds shall be securely locked.

C. Who Shall Ride

As in any other phase of the educational program, bicycle drivers vary in ability, intelligence, and physical health. The classroom teacher in conjunction with the school principal should notify parents if they feel that a child is incapable of riding for any reason. Children below the fourth grade should be discouraged from riding to school.

D. Teacher Responsibility

Teachers should frequently remind children of necessary safety precautions to follow when driving a bicycle. Some of the rules for bicycle drivers are:

1. Keep bicycle in good mechanical condition.
2. Do not ride two on a bike.
3. Do not attempt to carry too many things while driving.
4. Do not latch on to cars or trucks.
5. Keep both hands on the handlebars.
6. Keep well behind moving motor vehicles or bicycles.
7. Have proper lights on your bike if you drive it in the dusk or darkness.
8. Give proper hand signals when turning.
9. Be "extra careful" at railroad crossings.
10. Keep to the right. Avoid weaving in and out of traffic.
11. Give pedestrians the right of way.
12. Obey all traffic signs and signals.
13. Slow down at all intersections. Look both ways.
14. When approaching a parked car, be alert to the opening of doors on the street side.
15. Ride with the flow of traffic at all times.

Montgomery County Bicycle Ordinance requires that all bicycles be registered. As of January 1, 1971, bicycle drivers must obey all motor vehicle rules that can apply to them when they are on the roadway.

2-17 STUDENT OPERATED PRIVATE VEHICLES

Students Driving to School – MCPS Regulation 215-3:

- “1. Montgomery County Board of Education Resolution Number 308-64, dated October 26, 1964, establishes the following policy:

WHEREAS, The Board of Education has become increasingly concerned with problems such as parking, traffic, safety, and, for some students, an apparent undesirable effect on scholastic achievement, attendant with the practice of students driving vehicles to and from school, and

WHEREAS, The increasing availability of vehicles to students along with complexities which accompany urbanization will intensify these problems, and

WHEREAS, It is the practice of the school system to provide bus transportation to all students who live beyond a reasonable walking distance and to those students who face hazardous walking conditions regardless of distance, and

WHEREAS, Although the Board of Education provides bus transportation, it recognizes that many worthwhile school programs and activities that take place before or after school make it necessary for those students who participate to provide their own transportation, and

WHEREAS, The Board of Education is responsible to take all possible and reasonable action to protect the health, safety, or well-being of students, and to ensure order and discipline within local schools; now therefore be it

Resolved, That the Superintendent of Schools be and is hereby instructed to institute action necessary to restrict and control student driving practices to and from school on the basis of parent request and school approval where such approval is warranted; and be it further

Resolved, That the Superintendent shall take steps to have parents informed of the regulations carrying out this policy.

2. The following procedures are intended to implement the Board of Education policy concerning the restriction of students driving to school:
 - a) Each secondary school principal shall develop administrative procedures regarding the conditions under which students may be granted permission to drive vehicles to and from school.
 - b) The procedures shall recognize the need to:
 - (1) Survey local parking conditions to determine the number of parking spaces on the school premises which could be made available to students.

- (2) Have each parent who wishes his child to drive to school, regardless of whether or not he parks on school property, complete a standardized application form in duplicate (MCPS Form 215-6, Parent Request for Student Use of Private Vehicle, stocked in warehouse).
 - (3) Issue identification stickers, provided by the school system, to be placed in the rear window on the driver's side (so that it does not impair the vision of the driver) of each vehicle which a student is authorized to drive to and from school.
 - (4) Recognize priorities for both short-term and long-term needs in granting permission to students driving to and from school.
 - (5) State local school rules governing student driving.
 - (6) State the disciplinary action which will be taken if these provisions are violated.
- c) Each secondary school principal shall acquaint the parents with the Board policy and local school procedures. This will include the issuance of a letter to parents to which will be attached the policy and procedures."

2-18 SAMPLE LETTER TO PARENTS OF STUDENT DRIVERS

Dear Parents:

At its meeting on October 26, 1964, the Montgomery County Board of Education adopted a policy limiting student driving to and from school to those cases where an application by the parents is approved by the school authorities. The text of the resolution is printed on the reverse side of this letter for your information.

It is believed that limitation of student driving will materially decrease present problems of parking, traffic volume, and safety in our senior high school communities. We urge that you consider carefully and realistically the necessity for driving on the part of your son or daughter in order that we may gain the relief from these problems which this policy will provide.

Many studies of student driving practices indicate that a detrimental effect on scholastic achievement accompanies uncontrolled driving by youth of high school age. In addition, there are many cases in which students would benefit physically by walking the relatively short distances they now ride. Some students, however, have a planned program of physical activity including inter-school athletic competition which requires afterschool practice. In such cases, and for reasons of participation in other regularly scheduled afterschool programs, the school will give careful consideration to requests that students be permitted to drive on an occasional, daily, or seasonal basis.

We realize that there are many valid reasons for students to drive to and from school. Under this policy the school principal will make the decision regarding each application on its own merits and in light of the traffic and parking problems of his own school area.

An application form is available in the school office for distribution to the student. After the parents and the student have completed this form (in duplicate), the school administration will review the

request; and one copy will be returned to the parents indicating approval or disapproval. The decision of the local school administration will be considered final, and it will be rendered in terms of countywide approved standards. A driving sticker will be issued to approved drivers.

The application of the policy will be effective (date) . We earnestly request your cooperation in the implementation of this Board of Education resolution, and we will be glad to discuss any questions which arise concerning this policy.

Sincerely yours,

Principal

2-19 FACULTY PARKING AREAS

The school principal may designate and set aside a parking area for faculty members.

2-20 MOVEMENT OF VEHICLES

All Board employees entering school grounds in a vehicle shall notify the principal or person in charge if the operation of said vehicle may cause an unsafe situation.

2-21 OPERATION OF THE MOTOR POOL

A. Responsibility

The director of the Division of Transportation is responsible for the overall operation of the motor pool. Lincoln Center pool cars are under the jurisdiction of the assistant director of transportation; the Washington Center pool cars are assigned to the office manager at the Washington Center.

B. Authorized Operators of Vehicles

In no case may a person not employed by the school system operate one of these vehicles. Further, employees must have a Maryland operator's permit in order to drive the vehicles in a motor pool (from Bd. Res. 467-61, July 20, 1961). (MCPS Regulation 220-1, October 28, 1965.)

2-22 SAFETY BELTS IN COUNTY OWNED VEHICLES

All employees of the Montgomery County Public Schools, when operating or riding in a county owned vehicle equipped with safety belts, shall use such belts.

CHAPTER III

EMERGENCY DRILLS AND DISASTER PREPAREDNESS

3-1 PUBLIC SAFETY

Public safety protection for Montgomery County is provided through the Divisions of Fire Prevention, Civil Defense, and Communications and the Detention Center.

The Fire Prevention Code is administered and enforced by an 11-man staff in the fire marshal's office. It investigates, in cooperation with the police, all cases of suspected arson; encourages fire prevention activities in schools, institutions, and industrial and civic groups; and maintains fire protection records. Fire Prevention Officers are on duty at all times in the interest of public safety.

3-2 GENERAL (Fire Prevention Safety)

The Division of Fire Prevention was created by the Montgomery County Council in the Legislative Session of May 2nd, 1949, with the adoption of Chapter 4 of the *Laws of Montgomery County*.

The principal function of the division is to administer and enforce the provisions of the *Fire Prevention Code*; investigate, in cooperation with the Department of Police Protection, all cases of suspected arson; maintain fire loss records; and promote fire prevention.

3-3 FIRE PREVENTION CODE

Section 86-90 of the *Fire Prevention Code of Montgomery County, Maryland*, requires that each school and other similar institutions have a minimum of 13 fire drills each year. The code also requires that these drills shall be arranged by, or made according to, instructions issued by the fire marshal. These instructions are issued pursuant to that requirement. The instructions which follow are general in scope and should be adopted to each individual school. Principals may wish to issue supplementary instructions to meet the conditions existing in their schools. If this is done, such instructions must be consistent with those which follow.

3-4 ADMINISTRATIVE RESPONSIBILITIES

It is the responsibility of the administrator to:

- A. Instruct all personnel about fire exits and emergency drills at the beginning of each school year and at the beginning of summer session. Each staff member shall receive a copy of regulations for fire exit drills. (Copies will be provided by the county fire marshal.)
- B. Assign to appropriate adult personnel the responsibility for searching toilets and rooms other than classrooms during the drill.
- C. Assign a responsible person to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition.

- D. Post conspicuously, on or near the telephone, the telephone number of the fire department.
- E. Appoint monitors to assist in the proper execution of all drills. They should be instructed to hold doors open for the line of students or to close doors where necessary to prevent the spread of fire or smoke. There would be at least two substitutes appointed for each monitor to provide for proper performance in case of absence.
- F. Inform substitute teachers and all personnel assigned to the school of the type and location of alarm-sounding devices in the school, the location of all exits, and the exit plan to be used.
- G. Fill out a postal card (Form 10-500.01 provided by the county fire marshal) for each fire drill and mail it immediately to the county fire marshal. In addition to the postal card, a fire drill record form (10-500.02 furnished by the fire marshal) shall be posted, kept current, and mailed to the county fire marshal at the end of the school year.
- H. Allow sufficient time during the drills so that teachers can completely check the roll books before the recall signal is sounded.

3-5 FREQUENCY OF FIRE DRILLS

Six fire drills shall be held during the first semester, three of which shall be during the month of September; four drills will be held during the second semester. During the summer school term, three fire drills shall be conducted, two of which will be held during the first three weeks of the summer session.

3-6 FIRE EVACUATION PROCEDURES

Although the following general regulations apply to all types of schools, they cannot meet the needs of all the various school buildings in the county. When local situations necessitate the issuance of supplementary instructions, these instructions should be consistent with the following requirements:

A. Sounding the Alarm

Any person who discovers a fire or sees smoke coming from a closet, room, or any part of the building or smells gas must sound the fire alarm without asking permission, thereby evacuating the building. He should then immediately notify the principal or his representative of this action.

Any person who discovers a fire which has been extinguished or has burned itself out at the time of discovery shall not sound the fire alarm but must immediately notify the principal or a teacher. The principal or teacher so notified should make an immediate investigation and report the incident to the Montgomery County Fire Alarm Headquarters.

When the alarm sounds, the individual designated by the principal should telephone the Fire Alarm Headquarters immediately, unless he has been informed in advance that the fire drill is to be conducted.

B. Decisions During Actual Fire

In case of actual fire, all decisions will be made by the fire department officer in charge who is responsible for crowd control and returning people to the building.

C. Scheduling

No advance notice of fire drills shall be given except for the first drill of the new year. All drills are to be conducted with the same procedures that would be followed if a fire actually occurred. Each drill should be an exercise in student control and building management for the principal, the teachers, and the custodial and cafeteria staff. Great stress shall be laid upon the proper execution of each drill.

Fire drills shall be executed at different hours of the day, that is, during the changing of classes, when the students are at assembly, and during recess and physical education periods in order that students may become familiar with the procedures to be followed regardless of the hour of the school day.

D. Building Evacuation

The school building shall be evacuated by *all* persons during fire drills or fires. This includes pupils, teachers, clerks, cafeteria workers, librarians, and visitors with the exception of the principal and custodians who may remain in the building during the fire to attempt to extinguish it prior to the arrival of the fire department. In case of fire, the custodians should report immediately to the principal's office to ascertain the fire's location. All open flame devices in such places as laboratories and shops should be turned off.

Cafeteria workers shall see that all utilities are turned off before they leave the building.

Except for systems that are time-coded automatically, the fire alarm signal must be sounded continuously until the building is evacuated completely.

E. When the alarm sounds:

1. Students shall form a line quickly and quietly in an orderly manner. Teachers or monitors should close doors, if this does not necessitate serious delay. Pupils should not stop to obtain outer clothing after the alarm is sounded.
2. They should walk to the nearest exit and leave the building in orderly fashion. Running is prohibited.
3. Help should be provided for pupils incapable of standing in line or moving at a reasonable speed.
4. Each class should proceed to a predetermined point outside the building. These assembly points shall be sufficiently away (50 feet) from the building to prevent injury from fire or falling debris and to avoid interference with the fire department.
5. The school staff should check to determine if every student has left the building. Whenever practicable, teachers should take registers of class roll books with them.
6. Students outside of the building at the time of the fire drill shall form an orderly line. Teachers in charge are responsible for the supervision of these students.

7. Students will return to the building only when the recall is given.
8. In case of actual fire, the officer in charge of the fire department responding will take command and issue instructions for reoccupying the building. In case of false alarm, the decision to reoccupy will be made by the principal or his representative.

F. Building Precautions

Fire alarm systems should be used only for actual fires, fire drills, and daily testing and not for civil defense or other such drills.

The school service manager should actuate a different call box each day so that over a period of time every call box in the system will have been tested. The test should be made each day upon the arrival of the school service manager. It is recommended that the custodian maintain a daily log of which station was tested for future reference during the school year.

All exit doors must be unlocked. Closed doors serve only to protect the safety of paths of egress, such as doors on stairway enclosures; and under no conditions should they be blocked open. Outside stairs and fire escapes should be kept free from all obstructions and clear of snow and ice. *Chains are not permitted on doors under any circumstances.*

Any condition likely to interfere with the safe exit of any person should be corrected immediately or reported to the appropriate person.

In schools that house classes for children who are retarded, physically handicapped, emotionally disturbed, or visually handicapped, it shall be the principal's responsibility to make special plans to provide the ultimate in safety for these children.

3-7 FIRE EXTINGUISHERS

The following definitions are from the *Montgomery County Fire Code*, Section 86-25:

Class A includes equipment suitable for extinguishing fires in ordinary combustible materials where the quenching or cooling effects of water or water solutions are of first importance. Fires in wood, paper, textiles, coal, coke, starch, sugar, cereals, bitumen, acetate film, nitrocellulose film, and other pyroxylin products are in this class.

Class B includes equipment suitable for extinguishing fires in flammable liquids, greases, oils, and similar materials where a blanketing effect is essential. In this category are fires in mineral oils such as crude petroleum, gasoline, kerosene, fuel oil, transformer oil, lubricating oil, and coal tar oils such as lenzol; in vegetable oils such as alcohols, acetone, turpentine, cottonseed oil, tung oils, and soybean oil, some of which are contained in paints and varnishes; and in animal oils such as lard oil, read oil, menhaden oil, and whale oil.

Class C includes equipment suitable for extinguishing fires in live electrical equipment where the use of a nonconducting extinguishing agent is necessary. Carbon dioxide and dry powder chemical extinguishers comprise most of the equipment of this type.

Carbon tetrachloride extinguishers are prohibited from use in the Montgomery County Public Schools.

3-8 SCHOOL FIRE INCIDENT REPORT

When a fire breaks out in a school or on school property regardless of its origin or severity, the principal shall make a written report to the office of the fire marshal. The following form shall be used to report all school-based fires:

MONTGOMERY COUNTY, MARYLAND
DIVISION OF FIRE PREVENTION
SCHOOL FIRE INCIDENT REPORT

Date of Incident _____
Time _____

☐ Fire
☐ Smoke Investigation
☐ False Alarm
☐ Other

SCHOOL NAME _____
Address _____
Exact Incident Location _____

Person Discovering Incident:
Mr. _____
Mrs. _____
Miss _____ Age _____
_____ Faculty
_____ Student
Address _____ Phone _____

Fire Alarm Sounded: Yes ☐ No ☐ Fire Department Called: Yes ☐ No ☐

Cause & Description of Incident _____

Injuries:
Name _____ Age _____ Faculty _____ Student _____
Extent of Injury _____
Estimated Damage: Building _____ Contents _____
Steps Taken by School to Prevent Recurrence _____

Send Copy on Day of Occurrence to: Division of Fire Prevention, County Office Building

Signature of Principal

The information requested on this form is required in order to make an accurate and thorough assessment of the fire prevention and fire safety activities in the schools of Montgomery County. Your cooperation in making complete and prompt reports of these incidents, even though the incident may appear to be of a minor nature, is appreciated.

USE BACK OF FORM FOR ADDITIONAL INFORMATION

3-9 CIVIL DEFENSE AND DISASTER PREPAREDNESS

State law (Section 16A, *Maryland Code 1960*) defines civil defense as "the preparation for and the carrying out of all emergency functions other than the functions for which military forces are primarily responsible, to minimize and repair injury and damage resulting from disasters caused by enemy attacks, sabotage or other hostile actions, or by fire, flood, earthquake, or other natural cause." Planning and organizing for the protection of life and property and maintaining or restoring essential

services and facilities are functions of all departments and agencies of government at all levels, including the Montgomery County Public Schools.

3-10 RESPONSIBILITIES OF SCHOOL EMPLOYEES IN CIVIL DEFENSE

A. Administration

The Board of Education will follow for the present these three basic procedures with respect to protective facilities in existing schools:

1. Within each school and with assistance from Civil Defense and the Montgomery County Public Schools, the best protective spaces will be identified; and the plans for emergency protection of pupils who may be present during an emergency will be developed around utilization of this space.
2. The results of a survey undertaken by Civil Defense and other revisions and improvements in facilities which may be accomplished within the budget latitude are available to the Board.
3. The Board of Education will make such recommendations to the County Council as it may deem appropriate, but it will be unable to proceed until positive guidance has been received from the council on substantial improvements in the shelter facilities in existing schools or provisions for special protection features in schools.

B. Principal

The principal is responsible for the organization, supervision, and administration of the school plan, including an optimum shelter program and an evacuation program in case of natural disaster. This responsibility includes provisions for the safety and protection of school personnel, facilities, and vital records. Planning must be based upon the assumption that each school might have its own Civil Defense organization and plan. Where two school organizations occupy the same building, the senior administrator, unless otherwise provided by the superintendent of schools, shall be responsible for the adequacy of the plan for the entire building. The principal's responsibility shall include the following:

1. In case of impending emergency, pupils who can confidently be expected to reach home by walking or by using available school bus or other dependable transportation, where transportation is deemed feasible, will be sent home by the most expeditious method.
2. In case of impending emergency, pupils who cannot be expected to reach home or any foster home within the warning time officially available will be kept at the school and there protected as well as possible.
3. Each school will request that each child be clearly instructed by his parents on procedures to be followed if no one is at home when he reaches home in an emergency.
4. Each school will continue to care for those pupils who remain at school during an emergency, and the principal and whatever members of the school staff he deems needed must remain on duty at the school to carry out this task until the emergency ends or until relieved by higher authority.

5. Each school shall arrange for the safe storage and periodic inspection of civil defense equipment, if provided.

C. Teacher

Every teacher should be encouraged to:

1. Know and be able to apply the elementary principles of first aid. Completion of a Medical Self-Help Program is encouraged.
2. Inculcate in pupils the proper habits of conduct in an emergency.
3. Keep informed of the civil defense plan of the school and the exact role of the teacher.
4. Maintain pupil personal data readily available for an emergency such as name, address, parent/guardian, and telephone number.

D. School Nurse

The school nurse or medical aide should:

1. Render and supervise first aid.
2. Provide for the care of the physically handicapped.
3. Oversee emergency sanitary measures.
4. When necessary, provide medical assistance in the suppression of hysteria or panic.

E. Building Service Manager and Staff

The building service manager and staff should:

1. Inspect utilities for structural safety and report defects.
2. Chart shutoff valves and switches for gas, oil, water, and electricity. Post charts so that other personnel may use them in an emergency. A copy of the chart of information should be housed in the principal's office.
3. Provide for the cut-off and drainage of heat and/or steam lines in shelter areas during emergencies.
4. Provide for emergency operation of ventilating systems, provided fallout is not drawn in during nuclear emergency.
5. Provide emergency sanitary facilities, if required, under the direction of the principal or his representative.

6. Provide sufficient drinking water in each shelter. If normal system is not operable and civil defense water cans are not available, water trapped in system and hot water tank is potable.
7. Post location of all protective equipment and supplies.
8. Assure that shelter areas are available at all times.
9. Inform principal promptly if shelter area becomes unserviceable.

F. Other Personnel

If not otherwise assigned by the civil defense plan, other personnel on duty within the building shall report to the principal or his designated representative to render such assistance as required.

Cafeteria personnel should be prepared to serve at least one reduced meal in a natural disaster if students are retained in school.

G. Parent Teacher Association

The PTA should participate in the development of the school plan and should encourage all parents to cooperate in the execution.

3-11 ENEMY ATTACK WARNING

A. Practice Warning

The "attack" warning sounded on civil defense sirens by sustained warbling is the only audible signal in case of a nuclear attack. That signal means "go immediately to the best available shelter." Sirens are normally tested at 11:00 a.m. on the second Wednesday of each month. At that time teachers should take a few minutes to explain to pupils under their supervision the meaning of the warning signals and what they should do in case of attack.

B. Surprise Attack or Disaster

There is no warning signal for a surprise attack or an earthquake. The signal for surprise attack will be an extremely intense sound or blast. Each teacher is encouraged to formulate a plan to use in case of emergency.

The importance of time cannot be over emphasized. The immediate effects of a nuclear detonation are great heat and tremendous blast. Any opacity will reduce the probability of burns. The blast and winds can destroy any structure within a limited distance of the detonation and can blow away small children with destructive force. The blast wave travels at the speed of sound and may take up to a minute or more to reach a school. Protection against flying debris is essential.

3-12 ATTACK PROCEDURE

A. Inside the School Building

Get under equipment such as desks, tables, etc. Drop to knees with back to windows and knees together. Clasp both hands firmly behind head, covering neck. Bury face in arms, protecting head

and covering neck, and close eyes tightly. Stay there at least ten seconds in drill or until the blast wave has passed in an attack. At the close of the refuge period, pupils shall follow the next instruction which will depend upon the circumstances and the extent of damage to the building.

B. Outside the School Building

Crouch or lie down behind any available protection such as a bench, ditch, or gutter. If in the open, drop to the ground and curl up with back to the blast or light. Stay at least ten seconds in drill or until passage of the blast wave in an attack. Get under cover as soon as possible. If no cover is close, stay in that position until passage of the blast wave.

C. Special Education Schools

If pupils are physically unable to follow the regular procedures, they shall follow the steps in the best manner they can. In all cases, they shall:

1. Stay there at least ten seconds in drill or until directed to move.
2. Follow the next instructions of the adult in charge.

3-13 EARTHQUAKE PROCEDURE

A. Earthquake

There is no warning signal given to indicate an anticipated earthquake. A rolling or shaking movement of the building or ground presages an earthquake. Destructive earthquakes are normally preceded by lesser tremors.

This drill involves no school-wide signal. A written statement shall go from the administration to all teachers indicating the time of day the drill is to be held. The drill shall be conducted by the individual teacher. The command is "drop."

B. Inside school

Same as those listed under civil defense surprise attack. (See 3-11 B.)

C. Outside school

Get clear of all buildings and remain there until further instructions are given.

When in the opinion of the school administration the earthquake is over and when it is evident that the building has been damaged, an orderly fire drill shall be conducted to evacuate the building. Pupils shall move to a position well away from the building and remain until given further instructions.

Pupils shall not re-enter vacated building if there is any doubt concerning the safety of the building. In this event, the principal shall contact the Division of Maintenance and ask for an inspection.

If the emergency warrants, pupils may be dismissed to their homes following a disaster; or they may be held on school grounds until normal school dismissal time. Radio instructions will aid administration in decision making.

3-14 HURRICANE PRECAUTIONS

A. Hurricane Watch

When a hurricane reaches a position which constitutes an appreciable threat to a specific area, the area is put on *hurricane watch*. This designation does not indicate immediate danger but serves to caution residents in the area that they should listen to radio or television for further advisories. Safety precautions requiring more than 18 to 24 hours to fulfill should be started.

B. Hurricane Warning

This warning is issued when it is expected that an area will receive the dangerous effects of a hurricane such as winds of 74 mph and higher or a combination of dangerously high water, very rough seas, and winds 60 mph and higher. All precautions should be taken immediately. It should be noted that high winds, heavy rain, and high waves occur 200-300 miles outward from the center of a hurricane. Some general instructions follow:

1. Stay away from low-lying beaches or other locations which may be swept by high tides or storm waves. Leave those areas early because roads to safe locations may become impassable several hours prior to the arrival of hurricane conditions.
2. Stay at home if your house is safe from high water and flash flooding.
3. Secure loose material and movable objects which might blow away or be torn loose and thrown against buildings or through windows. Secure garage doors. Awnings which can be moved should be raised and tied securely or taken down. Fasten storm shutters or board up windows with good lumber.
4. Boats should be hauled out of the water or strongly moored. Be sure that there is ample scope in moorings. Avoid trying to secure boats after waters become dangerously rough.
5. Make certain your automobile is on high ground, away from trees, and preferably in a garage or other shelter.
6. If you must use your car, be alert for falling trees, fallen wires, and flash flooding. Fill your tank with gasoline because most gasoline pumps cannot be operated if power fails.
7. Have a flashlight in good working condition. If it is necessary to use candles or other emergency lighting and cooking facilities, be careful of fire.
8. Fill clean containers with drinking water.
9. Be sure you have sufficient food on hand that does not need refrigerating or cooking.

10. It is advisable to keep a window slightly open on the side opposite that from which the wind is blowing in order to provide ventilation and to prevent certain types of wind damage. If high winds blow out a window, open wide a window on the opposite side of the house to prevent further damage.
11. Be especially careful of fires. Have a bucket of sand or a good fire extinguisher available to put out oil fires. A bathtub filled with water is helpful in case water mains are broken.
12. Keep your radio or television on. A battery-powered radio is useful in case of power failure.

In case the eye or center of the hurricane passes directly over your area, skies may clear; and there may be a lull in the wind lasting anywhere from a few minutes to a half hour or even longer. Remain in a safe place or, if necessary, make emergency repairs. Be cautious, however, since the wind will return from the opposite direction suddenly and possibly with even greater violence.

C. After the Hurricane

After the storm is over, follow these instructions:

1. Stay away from broken or low hanging power lines as well as metal objects which may be in contact with damaged power lines. Notify police or utility companies of dangling or broken wires.
2. Do not drive unless absolutely necessary. If you must drive, watch out for debris, fallen wires, wash-outs, and swollen streams.
3. Be on the alert for rising water in streams and rivers even after the heaviest rain has ended.
4. Don't hinder first aid and rescue work. Stay away from disaster areas.
5. Listen to your radio for instructions about the necessity of sterilizing drinking water.
6. If power has failed, don't open freezer chests unless necessary until power is restored or you can obtain dry ice.

3-15 BOMB THREAT (Evacuation Procedures)

The following procedures should be observed in case of a bomb threat:

- A. Uniform procedures have been set up by the county manager in case bomb scares are reported to the supervising fire alarm dispatcher who should:
 1. Notify the police using the direct line to the police dispatcher.
 2. If a school building is involved, notify the principal of the school of a bomb scare call and also inform him that the police have been notified.

3. Dispatch fire apparatus only if requested to do so by the police or the school principal.
- B. If a bomb is reported as having been placed in a school, the safety of the children is the first consideration. To ensure their protection, the principal and the police officer investigating should consider student evacuation of the building. If their decisions do not agree, the disagreement should be resolved in favor of dismissal and be considered the joint action. The principal and police officer are jointly responsible for ordering the children to return to the building. After action has been taken, the principal should inform the area assistant superintendent immediately.

3-16 OPERATION OF THE RADIO-ALERTING SYSTEM (See MCPS Regulation 275-5.)

A. General

The school system has a radio-alerting system which was installed in cooperation with the Montgomery County Office of Civil Defense. This system is tied in with the Emergency Operating Center of the county government so that, in the event of an emergency, total control of the system will revert to the county communications officer. A remote transmitter for school system use is located in the Washington Center. A radio receiver is located in each school and at several offices in the administrative centers. An auxiliary remote control center is located at the Rocking Horse Road Elementary School as a part of its civil defense installation. This radio-alerting system is operated during the regular school year from the time all personnel report to schools until the ten-month employees in the elementary schools complete their employment in June. Therefore, the system has not been used during the summer months since we are not certain that personnel will be available to receive announcements.

B. Operational Responsibility

1. The director and/or assistant director of transportation shall be responsible for insuring that the radio equipment required for the operation of the system is operational at all times. Further, they shall be responsible to make certain announcements made over this system are in accordance with the procedure identified below.
2. Repairs to all radio equipment shall be effected under the control of the director of the Division of Maintenance.

C. Approval of Announcements

All announcements shall be in written form and approved in advance by the superintendent or deputy superintendent of schools. In the event that they are not physically able to indicate approval by signature on the written announcement, the appropriate assistant superintendent or department director may approve an announcement. In every instance, approval must be in writing and be in evidence on the announcement before the radio operator will make it. A copy of each announcement containing the approval of the proper person must be placed on file with the director of the Division of Transportation.

D. System Activation

The Division of Transportation shall inform the principals and department heads in administrative buildings in writing of the activation date. Turn-on shall be accomplished by the appropriate person in each office equipped with an alerting receiver.

Maintenance shall accomplish a thorough operational check of the total system not later than Monday of the week which precedes the first day of school. This check is to include transmitters and receivers at *all* locations.

E. Routine Operational Tests

1. A routine test (starting with the first Wednesday of the school year) will be made on each Wednesday at 9:30 a.m. and continue at the same time throughout the school year. (Excepting school holidays and upon direct instructions of the director and/or assistant director of transportation.)
2. The routine test shall be conducted as follows: "This is KBE 466 Testing Elementary School Receivers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Please reset your receiver for a secondary test."
3. "This is KBE 466 Testing Secondary Receivers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Please reset your receiver for a group test."
4. "This is KBE 466 Group Testing the Radio Alerting System. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. This completes the testing. The time is _____ a.m. Reset your receivers."
5. Any location not receiving a scheduled routine test or broadcast should inform the office of the director of the Division of Transportation as quickly as possible so that the Division of Maintenance may take corrective action.
6. At the discretion of the superintendent or deputy superintendent, an information-type broadcast may substitute for a routine test.

F. System Deactivation

The Division of Transportation shall place an announcement in the *Superintendent's Bulletin* concerning the deactivation date. Turn-off of the receiver shall be accomplished by the appropriate person in each office equipped with an alerting receiver. A broadcast will be made at 4:00 p.m. on the date to remind office staff of the deactivation. Maintenance shall be responsible for turn on/off of the transmitter at Rocking Horse Road Elementary School.

G. Liaison With County Communications Officer

The director of the Division of Transportation shall be responsible for maintaining the necessary liaison with the county communications officers concerning operational procedures to be followed in times of emergencies such as civil disaster and air raids. This will include procedures to be followed in the operation of the Remote Control Center at both Rocking Horse Road Elementary School location and the Emergency Operating Center operated by the county communications officer.

CHAPTER IV
PLANT AND EMPLOYEE SAFETY

4-1 GENERAL SAFETY RULES

- A. Wear hard hat, foot protection, and safety glasses as directed by superintendent.
- B. Report unsafe conditions and mechanical and electrical defects in writing immediately to the Division of Maintenance.
- C. Report any personal injury, however minor, *immediately* to supervisor and first aid station. Delayed reporting of injury is inexcusable.
- D. Use every safeguard provided. After removing guards for repairs, etc., replace at once.
- E. Do not run; watch your step; keep firm footing and balance at all times.
- F. Horseplay will not be tolerated.
- G. No alcoholic beverages nor effects allowed.
- H. Wear no loose clothing, torn sleeves, key chains, rings, etc., which may get caught in machinery.
- I. Never chip, grind, burn, use compressed air, steam, acids, etc., or work in areas where eye hazards exist without use of full safety goggles or full face protection whichever may be required.
- J. Lift with your legs — set your feet firmly — bend your knees — keep back straight — do not twist body. If too heavy, get help.
- K. Never stand under suspended loads or in danger zone of falling objects, moving equipment, dripping caustics, etc.
- L. Keep your work area clean and free of loose objects, stumbling or slipping hazards, rubbish, etc.
- M. Never use gasoline for cleaning purposes. Keep flammables in safety type containers.
- N. Always keep hands and feet clear of pinch points, oil drums, etc.
- O. Never allow oil or grease or heat to contact oxyacetylene equipment.
- P. Use the right tool and use it properly. Do not use defective or mushroom-headed tools.
- Q. Never leave materials, tools, etc. in a position to slide or fall.
- R. Be sure all electrical devices, power tools, etc. are properly grounded at all times.
- S. Never grease machinery while in motion.

- T. Never leave an unsafe condition unguarded or unmarked, even temporarily.
- U. Pull and tag out main electric switch with your signed tag before repairing or greasing equipment. Make certain everyone is in the clear before starting up again. Never remove danger tag placed by another person. See supervisor.
- V. Inspect each ladder before using. Be sure ladder is properly positioned and secure at top and bottom.
- W. Temporary obstruction of roadways must be preceded by proper placement of flagmen, flares, etc.
- X. When operating electric switches, stand on insulated mat. Keep switch panel fronts closed.
- Y. Be sure you are right when operating switches, valves, etc. If in doubt, check with supervisor. Watch for safety of others when changing valve settings.
- Z. Respirators shall be worn where needed or as directed by supervisor.
- AA. Men working overhead must place warning signs below and rope off area.
- BB. Rubber hose, welding cables, etc. must not be run over by lift trucks and heavy objects. Hoses and cables should be coiled and stored when not in use.
- CC. Learn location of fire extinguishers and know how to use them.
- DD. Do not walk or run in front of or behind moving equipment.

4-2 NEW EMPLOYEES

Everyone has the responsibility to see that new employees are given time and attention in regard to the MCPS safety regulations. It is only through constant effort that the MCPS may obtain a high degree of job proficiency and a low accident rate. It is common knowledge that a safe worker is most likely to perform a quality job.

4-3 EMPLOYEE RESPONSIBILITY

It is each employee's responsibility to:

- A. Make safety the first consideration in every situation.
- B. Accept the responsibility for his own safety and those who work under him.
- C. Abide by all safety regulations as prescribed in the MCPS safety manual.
- D. Use protective clothing and devices when necessary.
- E. Use tools that are in good safe working condition.

- F. Stick to the job at hand and do not distract other workers.
- G. Refrain from all forms of pranks or horseplay.
- H. Report unsafe practices or work conditions to immediate supervisor.
- I. Report all accidents to the immediate supervisor.

4.4 BODY PROTECTION

- A. Clothing appropriate for the work being done shall be worn.
- B. Loose sleeves, ties, lapels, cuffs, or loose clothing which can be entangled in machinery shall not be worn. Clothing should be snug fitting at the wrists, the waist, and the ankles to offer as little as possible to catch on projections.
- C. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed and shall not be worn until properly cleaned.
- D. Persons working with molten metal should use leggings designed to be removed instantly in an emergency.

4.5 HAND PROTECTION

- A. Wrist watches, rings, or other jewelry should not be worn while working in close proximity to moving machinery.
- B. Persons whose work regularly exposes their hands to hazardous substances, cutting or burning shall wear appropriate hand protection such as gauntlet gloves made of leather or loose cuff gloves. The wearing of gloves around moving machinery, however, shall not be permitted.
- C. Rubber gloves shall be worn when handling dyes, photographic chemicals, and etching acid.
- D. Asbestos gloves should be worn for handling hot ware in unloading the ceramic kiln.

4.6 LADDERS

Workers, who are going to use ladders, should:

- A. Inspect ladders to be sure rungs are solid, tight, and clean and that rails are not cracked. Avoid using any ladder with weak or damaged rails, steps, or rungs.
- B. Open stepladders fully and lock spreaders.
- C. Use extension ladders only up to 60 feet and have enough overlap. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet of overlap between sections; and from 48 to 60 feet, have 5 feet between sections. Lash or otherwise secure the ladder in place.
- D. Never allow more than one man on a ladder.

- E. Supply firm footing for the ladder. If the ground is soft or uneven, use boards under the feet of the ladder.
- F. Use 4-to-1 rule in setting up extension ladder. It is easy to figure since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
- G. Face the ladder climbing up or down. Hold on with both hands. Carry tools or supplies in pockets or haul them up with a line.
- H. Move the ladder frequently instead of reaching over too far. Follow the rule of keeping your belt buckle between the side rails.
- I. Lean toward the ladder when working and keep one hand free to grab the ladder.
- J. Carry the ladder with the front end high enough to clear anyone ahead of you.

4-7 RULES FOR LIFTING

- A. Size up the load; do not attempt to lift it alone if there is any doubt in your mind of your ability to lift it.
- B. Always make sure your footing is secure.
- C. Place feet close to the base of the object to be lifted.
- D. Get a good grip on the load.
- E. Bend your knees; keep your back straight.
- F. Keep the load close to the body.
- G. Be sure that you can see past the load.
- H. In team lifting, cooperate with your buddy when carrying a long object; with a two-man carry, both should carry from the same side, be it right or left.
- I. When putting down a load, take care and reverse the lifting procedures as this operation is as dangerous as lifting.

4-8 WOMEN'S APPAREL

Inappropriate clothing is one of the contributing causes of accidents to women in industrial situations. To reduce this type of accident, definite regulations and standards should govern the type of clothing that may be worn.

High narrow heels or shoes are hazardous. Recommend and insist that shoes with substantial soles and heels low and broad enough to insure firm comfortable footing be worn in the shop.

Sanitation demands that girls working in kitchens and cafeterias cover their hair entirely. If preparing or serving food, pupils must wear a hairnet.

Loose flowing hair or loose clothing are hazardous in a shop.

Finger rings, bracelets, necklaces, and other ornamental jewelry frequently cause serious accidents. These adornments are not to be worn while girls are participating in shop activities.

4-9 SCAFFOLDS

- A. Inspect the scaffold before mounting. It should be sturdy, free of knotty or defective planks, level, and solidly positioned.
- B. Keep the scaffold free of scraps, loose tools, or tangled lines.
- C. Follow the manufacturer's instructions to the letter when assembling.
- D. Lock and block wheels before climbing. Never ride a rolling scaffold.
- E. Level the scaffold after each move, but don't extend adjusting leg screws more than 12 inches.
- F. Make sure the deck isn't higher than four times the width of the smallest base dimension.
- G. Lash fixed scaffolds at intervals of 30 feet of length and 25 of height.
- H. Check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds.

4-10 WORKING AROUND MACHINES

Machines should be stopped and locked in an "off" position before being oiled, lubricated, or adjusted.

Clean chips off with a brush, not with a rag or with your hands.

Goggles and other protective equipment should be worn on the jobs which require them.

Operate a machine only after you have received thorough instructions and have been given permission to do so.

Ask questions if there is anything about your work that you do not understand. To be safe you must know what you are doing, especially when working around machinery.

Guards are for your protection; they should all be in place before starting your machine.

Wear suitable clothes. Work clothes should fit snugly. Anything that can catch in machinery is taboo, such as neckties, loose patch pockets, wrist watches, rings, earrings, or gloves. (Long hair must be closely covered for safety; and you can do the job better if you wear low heels for standing.)

Operate only the machines to which you are assigned.

4-11 HAZARDS OF OFFICE AND CLASSROOM EQUIPMENT

One of the prime requisites of a successful safety program is the awareness of safe attitudes on the part of all employees. Safe work habits should be an integral part of each day's work in which the mental attitudes of the employees shall receive constant involvement through repetition of safe thinking processes.

A. Hazards of Office Machines

1. Office machines should be properly located and placed in a manner so there is no danger of falling.
2. Office machines should be equipped with three-wire grounded circuit. Care should be exercised that the ground wires are properly connected before the machines are operated.
3. Electrical machines and connections should not be touched with wet hands or operated on damp floors.
4. Office machines should not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is stopped by pulling the plug out of the outlet.

B. Hazards of Desks, Tables, Etc.

1. Do not use glass tops; only shatterproof glass shall be used with beveled edges.
2. Pencil sharpeners shall be mounted on desks or tables so that they do not protrude.
3. Drawers should never be left open. Keeping them closed is a sign of a well managed office.
4. Always use the handle to close typewriter desk compartments. Since weight handling of typewriters is involved, it should be standard office procedure to have these type mechanisms fully explained before using.
5. Desks, tables, etc. should have rubber feet on them to prevent creeping. Misaligned desks and tables can cause strains and injuries to fingers and hands.
6. Desks and tables should be checked for splinters, dangerous cracks, and loose veneer.

C. Hazards of Typewriters

1. Never use carbon tetrachloride for typewriter cleaning.
2. Since many cleaners are highly flammable, lighted cigarettes should not be permitted in the vicinity of typewriter cleaning operations.
3. Typewriters should always be secured to the surface upon which they are set.
4. Do not place typewriters upon unstable surfaces from which there is a danger of falling.

D. Hazards of Swivel Chairs

1. Extreme care should be taken by persons tilting back in swivel chairs to which they are not accustomed.
2. Don't raise the seats on swivel chairs so high as to contribute to overbalancing.
3. Spring tension bolts should be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with *considerable* force.

E. Hazards of Fans

1. Check fan regularly to make sure that the guards are not defective and that the blades are secure.
2. Fans should not be placed on low tables, boxes, chairs, etc. or in any location where individuals might catch their clothing or hands in them.
3. All fans should be cover-guarded with wire mesh. There may be loss of ventilating capacity, but this will be compensated by eliminating the major cause of fan accidents.
4. Floor type fans should not be placed in locations where they will present tripping hazards.

F. Hazards of Waste Baskets

1. Metal waste cans may have sharp points or fragmented edges which may tend to cut the users.
2. Broken glass and other similar material should be thoroughly wrapped before disposal into waste cans.

G. Hazards of File Cabinets

1. File cabinets should be secured to prevent their being overbalanced. Where two or more cabinets sit side by side, they should be fastened to each other.
2. File drawers should not be left open. Always use the handle to close them.
3. Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.
4. Pull only one drawer out at a time.
5. File cabinets should be checked periodically for burrs and sharp edges.
6. Never place materials, boxes, other files, etc. on top of cabinets. Not only will they fall; but they put undue strain on the persons lifting them, reaching up to them, etc.

4-12 CAFETERIAS

In the realm of food services, one thinks primarily of kitchens. However, there are several other areas closely connected to the kitchen such as the place where foods are dispensed, the area where bread is baked, etc., but because the kitchen function is a major segment of the food service operation, it presents the greatest accident prevention problems.

A. General Safety Practices

1. Never assign an employee to any machine or mechanical or electrical device unless he has received instruction related to the safe operation.
2. Electrical appliances should be shut off when not in use and disconnected when being cleaned.
3. All horseplay and practical jokes are prohibited.
4. Smoking is prohibited in food service areas where food is prepared, served, or stored.
5. Do not apply force to glass containers. If tight, try hot water on metal lid or carefully tap lid. If this fails, wrap lid with towel before trying to open.
6. Do not over-load pushcarts or dollies.
7. Keep sharp protruding objects out of the aisles and away from busy workers; all drawers should be kept closed.
8. Place all cleaning equipment such as brooms, mops, carts, pails, etc. where they will not be a hazard to workers.
9. Keep aisles clean and clear at all times.
10. High heels should not be worn on the job.
11. Appropriate clothing is essential to a safe program.
12. All accidents, no matter how minor, should be reported immediately to the principal.
13. A first aid kit is accessible to all workers.
14. Keep all cleaning products away from food.
15. Exhaust hoods must be operated at all times when ranges and/or steam kettles are in operation. Filters in hoods should be kept clean and free of accumulation of grease.

B. Receiving Area

Be sure that:

1. Floors are in safe condition and are free from broken tile, defective floor boards, and unsafe or sliding floor mats.

2. All employees are instructed in correct handling methods for various types of materials.
3. Trash cans are leak proof and adequate in number and size.
4. Floors and/or deck areas are clear and hazard free if garbage disposal area is adjacent to or part of the general receiving area.
5. Adequate tools are available for opening crates, boxes, cartons, barrels, etc.

C. Storage Area

Make certain that:

1. Shelves are adequate to bear the weight of items stored.
2. Heavy items are stored on lower shelves.
3. An appropriate size ladder is available at all times.
4. Cartons and flammable materials are stored away from light bulbs.
5. Light bulbs have a screen guard.
6. An approved fire extinguisher is available. (Every employee should familiarize himself with the proper methods of operation of fire extinguishers.)

D. Pots and Pans Area

Be sure that:

1. Floors are in good safe condition. Periodic mopping is essential (at least once per week).
2. Floor boards are free from broken slats and protruding nails.
3. Portable and stationary racks are in safe condition.
4. Employees are familiar with safe means of egress if locked in freezer.
5. Aisles are free and clear for safe movement.
6. Heavy items are stored close to floor.

E. Food Preparation Area

1. Electrical equipment should be properly grounded.
2. Electrical equipment should be inspected regularly by electricians.
3. Employees should avoid leaning against equipment when turning it on and off.

4. Floors should be kept clean and free of spillage. (Employees should immediately clean up spilled items.)
5. Employees must be properly instructed in the safe operation of machines. (No employee shall use any power machine unless trained to do so.)
6. Guards should be used.
7. A pusher or tamp should be provided for use with the grinder.
8. Mixers must be in safe operating condition.
9. Beaters must be properly maintained to avoid injury from broken metal parts and foreign particles in food.
10. Machines not working properly should be tagged and put out of service. (Tags could be made in each school.)
 - a) In emergency, the Division of Maintenance should be called.
 - b) Other requests for repair should go through the principal in writing to the Division of Maintenance.

F. Serving Area

1. Steam tables should be cleaned daily and regularly maintained.
2. Safety valve equipment should be operative.
3. Serving counters and tables should be free from broken parts and wooden or metal splinters and burrs.
4. Glassware, china, silverware, and plastic equipment must be inspected regularly and chipped or cracked items disposed of.
5. Floors and ramps must be in good condition. These areas should be mopped daily.
6. The traffic flow should be set so that children do not collide while carrying trays or obtaining food.

4-13 GARAGE AND REPAIR SHOP SAFETY

Garage and repair shops encompass a great variety of functions which present in varying degrees numerous and potential causes of accidents. Some of these potential sources have already produced accidents, some of which were of a serious nature. The safety hazards covered herein are applicable mainly to garages.

A. Carbon Monoxide

Carbon monoxide is a non-irritating, colorless, tasteless, and odorless gas commonly caused by fuel burned in the absence of sufficient oxygen or wherever combustion is incomplete. Either this gas should be piped off from the garage area or doors and windows should be left open so that fresh air can come into the garage area. Carbon monoxide gas is a potential killer.

B. Steam cleaning

1. There should be no valve between boiler and the end of the lance.
2. Water should not be permitted to get low, allowing the boiler to become over-heated.
3. Operators should be reminded of the dangers involved in steam cleaning.
4. The cleaner should never be left unattended while the burner is lit.
5. The operator should be provided with eye protection, rubber gloves, apron, and boots.

C. Jacks

1. Pressure tank should meet the requirements set by American Society of Mechanical Engineers.
2. The jack should be equipped with a safety ratchet that prevents the load from dropping if the pressure is released.
3. The ratchet should never be made inoperative.
4. Hydraulic jacks should only be used to raise a piece of machinery into position.
5. Hydraulic jacks should never be left unattended with a load raised.

D. Electric Chain Hoists

All hoists should be provided with a check stop and a wire rope around the support "I" beam and fastened to the hoist.

E. Pits

1. Floor openings such as drain troughs should be guarded with covers.
2. Pits should be provided with a curb four to six inches high to prevent cars from drifting into the pit.
3. Open pits must be provided with a portable railing, rope, or standards when not in use.
4. Steps into pits must be clean of grease, oil, and water. Tools, parts, etc. must not be left on steps.

5. Lights in pits should be enclosed in vapor proof fixtures.
6. The floor of the pit must be provided with a drain. Oil absorbent material should be used to soak up spillage.

F. Washing Parts

1. Solvent used in a shop should be low in toxicity and have a high boiling and flash point.
2. Standard commercial dip tanks should be used complete with lids that are counter-weighted and have a fusible link connection above the solvent.
3. Rubber gloves should be used when working with solvent.
4. Use of carbon tetrachloride or gasoline in degreasing jobs should be avoided.

4-14 HEAD PROTECTION

Special protection for the head should be provided and worn wherever there is a hazard from objects falling from above or where there is danger of bumping the head against overhead structures, moving equipment, or swinging loads of material.

4-15 CAUSES OF HAND TOOL INJURIES

Among the chief causes of hand tool injuries, there are four which are deserving of particular attention:

A. Defective Tools

Although it sometimes happens that a defect can be created in manufacture, this hazard arises most frequently because hand tools are not maintained in good condition. Mushroomed, cracked, or chipped heads; dull cutting edges; and cracked or broken handles are illustrative of this point.

B. Using the Wrong Tool

Many an injury has resulted from using a wrench for a hammer, prying something with a screw driver, failing to use a non-sparking tool in an explosive atmosphere, and so on. To put it directly, the degree to which hand tools are used improperly in an installation is a direct reflection of the attitude of your personnel toward safety; and accident prevention attitudes must be developed in personnel.

C. Incorrect Methods of Use

Do your men clamp the work securely, and cut close to the vise, when hack-sawing a piece of pipe? When using an electric hand drill, is the drill bit always inserted FULLY into the chuck? Do they ever clean files by striking them against something, rather than wire-brushing them? Do you

see a man tightening a nut by pulling the wrench toward his face and what happened when the wrench slipped? Personnel should be urged to avoid all these hazardous practices.

D. Bad Tool Housekeeping

Are carbide-tipped tools carefully segregated from other tools? Are your hand tools stored in a pile or hung safely in racks? Are your files ever left lying in a moist atmosphere where they can rust? Are your electric drills cleaned and checked regularly? Are your drill bits protected when not in use? These and other signs of poor tool housekeeping should be avoided.

4-16 COMMON HAND TOOLS AND THEIR DEFECTS

A review and discussion of the following brief outline and of the more commonly used hand tools and the defects often found regarding them will be of assistance in monthly regular safety inspection:

- | | |
|---------------------------|---|
| A. Chisels, Punches, etc. | Mushroomed heads, chipped points, over-tempered heads or points, shanks too short for safe holding. |
| B. Drills, Bits, etc. | Worn or battered heads; over-tempered, dull, or worn cutting edges. |
| C. Files | Handles missing, chipped ends, worn or filled teeth. |
| D. Hammers | Insecure, split, or rough handles; chipped heads; sprung or broken claws, poor balance. |
| E. Hooks, Tongs | Dull points, improper shape, finger-pinching hazards. |
| F. Knives | Lack of finger guard; loose, broken, or too-short handles; dull or nicked edges or points. |
| G. Lifting Jacks | Worn threads; sprung, worn, or poorly designed holding device; worn or broken operating handle. |
| H. Pick-axes and Axes | Loose or split handles; poor balance; dull, nicked, or over-tempered blades or points. |
| I. Saws | Improper or inadequate set, dull or improperly ground teeth, sprung blades, loose or split handles. |
| J. Screw Drivers | Split or battered handles, chipped or bent blades, bent shanks. |
| K. Shovels | Split, rough, or loose handles; bent or jagged blades. |

L. Wrenches

Worn or sprung jaws, rough or sprung handles, worn or broken mechanism.

M. Electric Powered Tools

No ground, or broken ground; worn, deteriorated, or inadequate insulation; slit, chipped, or poorly designed plugs; worn or bent plug terminals; defective switch; undue vibrations; worn or insecure chuck (on drills, etc.); no guard or inadequate guard (saws, abrasive wheels, etc.); lack of automatic cut-off - "deadman control."

4-17 GUARDING EQUIPMENT AND TOOLS

Machine guarding is divided into power transmission, moving parts, and point of operation. Power transmission implies moving parts such as shaftings, pulleys, belts, ropes, chain drives, and sprockets that transmit power from the source to the working parts of the machine. The moving parts are the accessories to transmission such as feeding devices, cranks, connecting rods, governors, and moving heads. Point of operation is that part of the machine which does the work on the material being processed.

A. Functions of an Ideal Machine Guard

1. Full protection to the operator and passer-by.
2. Maximum protection for the repairman and oiler.
3. Be interlocked where possible so that the machine is inoperable unless the guard is in place.
4. Be strong and secure enough to resist wear and tear.
5. Be secure enough to retain broken machine parts in case of failure.
6. Must not introduce any hazards of its own.
7. Must not interfere with production. Provide maximum protection consistent with production requirements.

B. Other Operating Hazards of Machine Operations

1. Unsafe arrangement of work area.
2. Faulty illumination.
3. Faulty ventilation.
4. Excessive heat.
5. Monotony, noise, and vibration.
6. Unsafe work clothing.

4-18 AIR COMPRESSORS

- A. The air tank should be "blown out" at least once each week using the drain valve located on the bottom of the tank.
- B. There shall be a pipe leading from the drain valve to a position in which a blow out will not strike a person.
- C. The air intake shall be placed in a position so as not to draw any flammable materials into the compressor.
- D. The air receiver should be equipped with a gauge and safety valve. The safety valve should be tested regularly to make sure it is operative and shielded so no one is injured by the air released from it.
- E. All electrical equipment and switches on the compressor should be installed in accordance with the National Electric Code.
- F. The main switch shall be provided with a lock for making repairs.
- G. The automatic regulating mechanism should be designed and constructed so that contacts cannot lock or fuse in the operating position.
- H. Safe operation requires that it be properly maintained.

4-19 DRILLS, MASONRY

When drilling with masonry drills, use safety goggles or face shields and/or face protection. After heavy usage, the heads of drills become mushroomed from hammer blows and should be dressed down to keep sharp particles of metal from breaking off and striking the user. After use, remove the drill point from holder before storing the tool. Use standard drilling hammer for drilling purposes. Use drill holder with guard to protect hands. And always use proper drill for the job at hand.

4-20 DRILLS, PORTABLE ELECTRIC

Use safety glasses and/or goggles when performing drilling operations.

Portable drills and hammers shall be of approved design and have three conductor cords which provide a grounding connection to the tool. If no three-conductor receptacles are provided where drill is used, a B-cord adaptor shall be provided and used to ground equipment. (The removal of the ground wire on any cord is a violation of the MCPS safety rules.)

Use sharp drills and do not force them as it is possible to break a drill under undue stress. Remove chuck keys before starting to drill, and do not use fingers to clear chips from the point; use a brush. When drilling blind, check for concealed pipes, wires, etc. Be sure that the drill does not injure a person on the other side of wall. Take special precautions to keep extension cords from tripping co-workers or passers-by.

4-21 GENERAL REQUIREMENTS OF GAS WELDING AND CUTTING

- A. In performance of welding and cutting operations, only approved equipment such as blow-pipes, torches, regulators, and acetylene generators that have been examined, tested, and found to be safe-guarded as far as practicable shall be used.
- B. All cylinders or containers used for the storage of fuel gases and oxygen shall be constructed, charged, and maintained in accordance with nationally recognized good practice.
- C. For the purpose of identification of the gas contained, every cylinder or supply manifold shall be marked with the name of the gas contained in accordance with nationally recognized good practice.

4-22 STORAGE CYLINDERS

- A. Cylinders of fuel gases stored inside a building, except those in actual use or attached ready for use, shall be limited to a total capacity of 2,000 cubic feet of gas (250 pounds of liquified petroleum gas). A separate room or compartment approved by the fire marshal should be provided, or cylinders should be kept outside or in a special building. Buildings, rooms, or compartments provided for such storage should be well ventilated and without open flame heating or lighting devices.
- B. Cylinders stored inside buildings shall be kept away from highly combustible materials and in locations where they are not subject to excessive rise in temperature, physical damage, or tampering. All cylinders, including empty ones, shall have their caps in place and all valves tightly closed.

4-23 GENERAL SAFETY RULES FOR WELDING AND CUTTING

(See Montgomery County Fire Regulation 84-35.)

- A. No device of attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow-pipe, shall be allowed unless approved by the fire marshal for the purpose.
- B. The user shall not transfer gases from one cylinder to another or mix gases in a cylinder. All cylinders should be stored upright and secured.
- C. Acetylene gas shall not be generated, piped (except in approved cylinder manifolds and cylinder manifold connections), or utilized at a pressure in excess of 15 pounds per square inch gauge pressure, except when dissolved in a suitable solvent in cylinders manufactured according to Interstate Commerce Commission requirements.
- D. The use of liquid acetylene is prohibited.
- E. Acetylene gas shall not be brought in contact with unalloyed copper except in a blowpipe or torch.
- F. Oxygen shall never be used from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen, and so marked, is provided.

- G. Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
- H. Cylinders, valves, regulators, hoses, and other apparatus and fittings containing or using oxygen shall be kept free from oil or grease. Oxygen cylinders and apparatus and fittings shall not be handled with oily hands, gloves, or other greasy materials.
- I. When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Ordinary rope slings or electromagnets shall not be used.
- J. Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.
- K. No gas welding or cutting shall be done in or near rooms or locations where flammable liquid or vapors, lint, dust, or loose combustible stocks are so located or arranged that sparks or hot metal from the welding or cutting operations may cause ignition or explosion of such materials.
- L. When welding or cutting must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be interposed to protect such materials and persons from sparks, hot metal or oxide.
- M. One or more approved Class C fire extinguishers of suitable size shall be kept at the location where welding or cutting is being done.
- N. When welding or cutting is done above or within ten feet of combustible construction or material, a fire watcher shall be on hand to make use of first aid fire equipment.

4-24 SCHOOL BUILDING ELECTRICAL SYSTEM

A. Inspection of Appliances

- 1. Only inspected and approved electrical appliances shall be used by school personnel.
- 2. All appliances shall meet acceptable standards of national code.
- 3. All electrical appliances, stationary or portable, should be grounded properly before using.
- 4. Installation and repair of any electrical appliance shall be the responsibility of the Division of Maintenance.
- 5. Students should not be permitted to repair or install any electrical equipment.
- 6. Electrical installations shall be installed and maintained by the Division of Maintenance, except changing of bulbs, both incandescent and fluorescent, which should be replaced by building servicemen.

7. All sponsoring teachers of school plays or other entertainment should consult the Division of Maintenance if using specific electrical hookups.
8. All electrical outlets and switches should be covered by an approved cover.
9. All panel boxes should be kept locked.

B. Inspection Tips for Portable Electrical Equipment

The point is simply that *ALL* electricity should be treated with respect. It should be remembered that it is possible for a very small "charge" to kill or do serious injury. This is true also of so-called low voltages usually found when the work includes handling metallic objects and materials, working on damp surfaces, performing outdoor operations, and using electrically-powered equipment and doing similar work. The following are some valuable safety precautions to keep in mind:

1. Be sure that the tool shell is properly grounded through an approved three-pronged polarized plug or through a separate grounding wire properly attached to the case of the tool and securely and effectively attached to an efficient path to ground.
2. Caution should be observed in the use of electric tools which operate at more than 50 volts in any wet or damp location.
3. Cords or cables or electric tools should be of an approved type only, and if damaged, should be replaced — no splicing.
4. An electric hand tool should never be suspended by its power cable in either handling or storage.
5. Cords or cables should not be permitted to lay on floors or elsewhere where they might be damaged or present a tripping hazard.
6. Check receptacles and cable connections for damage, both at the tool and plug ends.
7. Never operate electric hand tools in or near an explosive atmosphere.

C. Specific Hazards

Employees who operate, maintain, or repair electrical equipment should be made fully aware of the hazards of their duties.

4-25 SAFETY WARNING TAGS

Warning tags must be used whenever equipment is being serviced to prevent injury to personnel if machinery is activated. The tag should be attached to the switches of control of the equipment. Warning tags should read, "Do not operate." The tag should show the name of the employee who attached it and the reason for the shutdown. (This would also apply to physical education equipment or any other school equipment.)

4-26 EMPLOYEE SUGGESTION PROGRAM

For those suggestions which reduce hazards or otherwise improve safety, awards ranging between a minimum of \$10.00 and a maximum of \$50.00 may be granted. (See MCPS Regulation 470-1.)

4-27 LEAVE FOR SCHOOL PRINCIPALS

When principals are on leave at any time, a certificated staff member is to be designated in writing as acting principal. Whenever feasible, the designation is to be made by the principal; and the principal must notify the appropriate official of the name of the staff member designated. In other instances, the designation will be made by the appropriate official.

4-28 SUBSTITUTE TEACHERS

A. Principal's Responsibility

When a substitute is assigned, it is the responsibility of the principal to orient him concerning the school procedures and to see that the substitute is given proper guidance as it relates to school safety measures.

B. Annual Health Certification

All Montgomery County Board of Education employees are required to submit for each school year a certificate of health examination by chest x-ray, intradermal tuberculin test, or physical examination by a physician that includes a chest x-ray or an intradermal tuberculin test; and the Montgomery County Health Offices shall be responsible for establishing acceptable criteria (type of chest x-ray and/or tuberculin test) to show evidence of freedom from active tuberculosis. (See MCPS Regulation 285-5.)

4-29 WORKMEN'S COMPENSATION INSURANCE (MCPS Regulation 445-2)

Workmen's Compensation Insurance provides for the disability of an employee that results from an accidental personal injury sustained by the employee, arising out of and in the course of his employment, except where the injury is occasioned by the willful intention of the injured employee to bring about the injury of himself or of another, or where the injury results solely from the intoxication of the injured employee while on duty. (See Article 101, *Annotated Code of Maryland* 1951.) In general, all medical or hospital expenses directly associated with an injury resulting from an on-the-job accident are covered by Workmen's Compensation Insurance. The following are steps in the claim procedure:

A. Employee Accident Report Form

The school official shall complete the Employee Accident Report Form in duplicate, send one copy to the Division of Insurance and Retirement, Department of Financial Services, and retain one copy for the school files.

B. Employer's First Report of Injury Form

The Division of Insurance and Retirement will complete the Employer's First Report of Injury Form.

C. Surgeon's Report

- The Surgeon's Report will be completed by doctors or hospitals and sent to the Workmen's Compensation Commission. Doctor and hospital bills will be sent to the insurance company.

D. Employee's Claim for Compensation Form

The employee's Claim for Compensation Form must be completed by the person injured.

An employee who loses more than three days from work as the result of an accident is eligible for compensation under the Maryland State Law.

See leave policies under Series No. 430 for disability leave covered under Workmen's Compensation Insurance.

An injured employee should immediately notify his employer, through supervisory channels, of the injury. Failure of the employee to report an injury within ten days of his knowledge of it may, in certain circumstances, defeat his claim for compensation. The Workmen's Compensation Commission of the State of Maryland is the agency empowered by law to act as the judicial authority with respect to Workmen's Compensation.

CHAPTER V

INSTRUCTIONAL AND SPECIAL ACTIVITIES AREA

5-1 INSTALLATION, CARE, AND USE OF MATERIALS AND EQUIPMENT

A. Safety Order of Maryland and Montgomery County

All safety regulations of the State of Maryland shall be followed except when Montgomery County Codes require more stringent compliance.

B. Teacher Responsibility

Teachers shall be familiar with the care, operation of, and safety precautions which encompass their specific areas of instruction.

C. Power Machinery

Pupils may not use any appliance, power machine, or other power equipment until they have received the teacher's permission and prior instruction on that particular machine and have demonstrated their ability to use the machine safely.

Careful judgment must be exercised by the instructor when permitting elementary and junior high school students to use power tools and equipment. That judgment should be based on the maturity and ability of the student, the job to be done, and the safety factors involved when using the tool.

D. Safety Tests

It is strongly recommended that safety demonstration tests be given every MCPS student before using power machinery.

E. Safety Signs

It is recommended that safety signs be posted in appropriate places throughout all shops and laboratories.

F. Hand Tools

(See Plant and Employee, page 49.)

G. Shop Waste

Unnecessary accumulation of sawdust, trash, paper, etc. presents a fire hazard. Therefore, provisions should be made for the removal of waste each day.

H. Cleaning Fluids

Only approved cleaning agents should be used. The use of gasoline or carbon-tetrachloride for cleaning purposes is strictly forbidden.

I. Safety Lines

It is recommended that aisles and work areas be designated by the use of traffic or similar type tape.

J. Protective Equipment

Protective equipment should be provided for and worn by persons engaged in activities where injuries to the head, eyes, feet, or person are possible. Equipment should include face shields, goggles, welding helmets, gloves, aprons, respirators, or any other equipment deemed necessary for optimum safety. (See Plant and Employee Protective Equipment, page 62.)

5-2 SCHOOL SHOP SAFETY PROCEDURES

A. Industrial Education, Home Economics, Cosmetology

Teachers of these subjects have the responsibility for keeping their rooms as hazard free as possible. Shops should have fire protection equipment and first aid supplies readily available. Adequate supervision is essential to a safe shop program. Therefore, shops shall not be unattended while a class is at work or while machines are in operation. Shop accidents can be prevented and the chance of being sued for negligence can be avoided if the teacher:

1. Reports to the proper school authority knowledge of hazardous conditions and defects relating to shop, machinery, and equipment.
2. Regularly inspects machinery, equipment, and environmental factors for safety.
3. Posts in his shop conspicuous notices of regulations, possible hazards, safeguards, and precautions.
4. Makes certain that appropriate safety devices and guards are available, operative, and used by students.
5. Makes sure students know and understand pertinent safe practices relating to the activities in which they are engaged.
6. Requires students to wear appropriate personal protective equipment, such as goggles, aprons, helmets, and gloves during hazardous activities.
7. Adequately instructs and demonstrates the use of power tools or other hazardous equipment before initially permitting such use by a pupil; permits initial use only under direct supervision of the teacher.
8. Shuts off power tools if he must leave the shop.

9. Exercises continuous supervision to see that shop safety practices are observed.
10. Makes himself a model and sets the example for pupils to follow by personally obeying safety rules and practices.

B. Accident Reports

Utilize accident report form to report the causes for an accident and as a guideline for corrective action in the school shop safety program.

C. Instruction

The shop teacher should strive to:

1. Develop in each student a sense of responsibility for his own safety and the safety of others.
2. Acquaint students with both general and specific safety practices to be followed while working in the shop.
3. Help students to recognize situations involving hazards and to take the precautions necessary for self-protection and elimination of the hazards.

D. Methods

1. *Demonstrate* safety consciousness by always practicing safe habits.
2. *Demonstrate* the proper and safe use of tools and machines which will be used by students.
3. *Demonstrate* the proper use of personal protective devices.
4. *Provide the student with safety information* concerning the safe use of machines, tools, and equipment.
5. *Discuss with the students* the importance of proper attitude toward accident prevention.
6. *Conduct field trips* to industrial plants and construction jobs or provide audio-visual information in order to study safety practices.
7. *Provide for visiting speakers* from business, industry, and appropriate government agencies to speak on safety and health practices.
8. *Obtain industrial safety manuals* and have them available for students.

E. Equipment Safety

1. Guards and safety devices shall be maintained on machines, tools, and facilities so that unsafe acts, while operating the equipment, need not result in an accident.
2. All hand tools should be kept clean and in safe working order.

3. Use color coding on machines to emphasize danger zones. (Use current ANSI Color Code Standard as a guide.)
4. Permit students to operate any power tool or machine only after they demonstrate the ability to use it properly.

F. Good Housekeeping Practices

1. Provide for the daily removal of all sawdust, shavings, metal cuttings, and other waste material.
2. Provide properly marked bins for scrap stock.
3. Provide brushes and brooms for cleaning.
4. Provide for the periodic cleaning of lights, windows, and walls.
5. Initiate a clean-up program as part of the shop personnel plan.
6. Locate machines and equipment in such a way to provide easy cleaning and maintenance.

G. Electrical Safety

1. Instruct students that all electrical circuits are "hot" and must be treated as such.
2. See that an approved ground is provided for all motors, fuse boxes, switch boxes, and other electrical equipment whether stationary or portable.
3. All switches controlling equipment should be easily accessible to the operator.
4. See that motors are provided with overload protection.
5. Prohibit the use of temporary wiring of any kind in the shop area.

H. Fire Safety

1. See that appropriate fire extinguishers are provided in the area of activity.
2. Students should have a thorough understanding of fires with emphasis on cause and control and prevention.
3. Provide instruction in the proper use of fire extinguishers.
4. Mark the location of fire fighting equipment with a large, "bright red" square, arrow, or bar high enough to be seen over the entire area.
5. Request regular inspection of fire extinguishers at constant intervals.
6. Store all flammable liquids in approved safety containers.

7. Request provision for a flameproof blanket in appropriate areas.
8. Provide for the safe bulk storage of flammable liquids such as gasoline, paint, or thinner.
9. Instruct students in the safe use of flammable liquids.
10. Oily rags and waste should be kept in metal containers with tight fitting lids.
11. A regular check should be made to be sure that exit doors work properly and that aisles or passageways are kept clear.

I. General Practices

1. Prohibit "horseplay" or practical jokes of any kind in the shop area.
2. Command the instant attention of every pupil in the area during emergency situations through the use of a bell, whistle, or alarm.
3. Require students to read and sign an acknowledgement of safety instruction and safety pledge.
4. Report to the principal or department head any hazardous condition in the area.
5. Exercise care in handling large, heavy, and long pieces of material.

J. Safety Practices

Safety instruction should be included as an integral part of all the school experiences, and basic safety operations should be taught as a part of *every lesson*. The following safety statements should be stressed and observed at all times:

1. Teacher Responsibility

- a) Utilization and maintenance of adequate natural and artificial lighting.
- b) Placement of equipment.
- c) Maintaining and using guards and safety items that are standard parts for equipment and machines.
- d) Elimination of all fire hazards.
- e) Provision for and the maintenance of proper ventilation and the removal of fumes.
- f) Provision for and the enforcement of the use of protective equipment of a personal nature.
- g) Use of color coding for defining danger areas.

h) Teaching and using safety practices in all classroom activities.

2. Student Responsibility

- a) Dress should be safe and proper. Students should also wear aprons and safety goggles at appropriate times.
- b) Student personnel should be involved in the safety management of the laboratory.
- c) Make adjustments on power equipment only when the power is switched off.
- d) All students should be familiar with fire drill regulations and exit routes.
- e) Exercise safety practices at all times while working in the laboratory.

K. Safety Regulations for the Jointer

- 1. Roll sleeves well up the forearm or wear garments with short sleeves. Beware of loose clothing or a dangling necktie.
- 2. Wear required eye protection.
- 3. See that the floor around the machine is dry and clear of obstruction and that footing is secure.
- 4. Give full attention to the machine. Avoid any distraction.
- 5. Make all adjustments when main switch is in "off" position and machine is still.
- 6. Remove guard *only* when rabbeting and stop chamfering.
- 7. The minimum length when jointing is 12 inches. The minimum length when rabbeting is 16 inches.
- 8. Check cutter knives for sharpness and correct balance.
- 9. Avoid using jointer if it vibrates. This is an indication of unbalanced cutter knives.
- 10. Use a pusher block when jointing a surface.
- 11. Cover exposed blades with a guard when fence is set in other than normal right side position; i.e., rabbeting.
- 12. Use a supporting block on stock thinner than 3/8 inches.
- 13. Keep hands clear of blades at all times. Keep hands clear of end of stock.

14. Avoid heavy cuts which are the main cause of kickbacks; this reduces the possibility of the hands falling into the knives.
15. Always turn machine off before leaving it for any reason.

L. Safety Regulations for the Circular Saw

1. Before sawing, check the saw blade to be sure it is secured to the arbor and be sure that the fence is locked.
2. The saw table should be free of all loose material while sawing; and the floor around the machine should be free of sawdust, scraps, and grease.
3. Use the splitter guard and basket, feather board, push stick, and any other safety devices for all operations where they can be used.
4. Stop the saw and open the master switch before making any adjustments or changing blades.
5. Talking while sawing is dangerous.
6. Be sure that the saw is sharp.
7. Use the ripping and miter fences at all times. Free-hand sawing is dangerous.
8. The saw blade should project $\frac{1}{4}$ inch above the stock when sawing.
9. Stand to one side of the saw and be sure that no one is standing in line with the blade while sawing.
10. Reaching over the saw blade is dangerous. Use an off-bearer to support the stock but never pull it.
11. Use a clearance block when cross-cutting.
12. Use an apron or other means to protect loose hanging ends. Loose clothing is dangerous.
13. Consult the instructor before sawing small pieces or making special set-ups such as resawing, dadoing, etc.
14. When finished with the saw, lower the blade below the table level and shut off the master switch.
15. The opening between the saw blades and the throat plate should not exceed $\frac{1}{4}$ inch.
16. Stock to be ripped should have a flat working face to engage the saw table and a jointed edge to engage the ripping fence.
17. Use eye protection when operating the circular saw.

M. Safety Regulations for the Band Saw

1. Make sure the throat is not blocked.
2. See that the blade is in its guides.
3. Clear the table of scraps and tools.
4. Clear the working area.
5. Check guide bars and wheels for proper clearance.
6. Adjust the guide to approximately $\frac{1}{4}$ inch above work.
7. Check for proper tension of blade.
8. See that all guards are securely in place.
9. *Precautions for protection of machine*
 - a) Allow the machine to reach maximum speed before starting cut.
 - b) Use proper width of blade depending upon radius of curves to be cut. Never turn work without pushing.
 - c) Never force the saw during any cut.
 - d) Backing out while the saw is running should be avoided.
 - e) All adjustments should be made with safety switch in "off" position.
 - f) Plan a cut before starting it.
 - g) See that stock is free of nails and screws.
 - h) When resawing thin stock, be sure to use feather board and rip fence.
 - i) Keep machine well lubricated and in good condition.
 - j) Be sure the blade is free of pitch. (Kerosene on a piece of waste is the best procedure.)
 - k) Keep blade in good condition as to sharpness and set.
 - l) Make relief cuts prior to cutting close curves or circles in stock.
10. *Precautions for operator's protection*
 - a) Be sure that the main switch is off before removing the guards.

- b) Pieces with curved surfaces against the table should be adequately supported to prevent rolling.
- c) The operator should not reach so far behind the table that it brings his face near the blade.
- d) No one should be allowed to watch the operator from the right side as the blade will shift in that direction if it should break.
- e) Use a push stick to finish cuts on a small piece.
- f) Replace badly worn throat plates.
- g) ~~W~~ ~~orking~~ clothing should fit tightly, and ties should be tucked into shirt.
- h) Leave machine only after it has stopped.
- i) Use eye protection while operating the band saw.

N. Safety Regulations for the Surfacers

- 1. Keep floor area around machine clear.
- 2. Turn all switches off before making any adjustments to the blades.
- 3. Inspect blade area for broken chips before starting machine.
- 4. Do not wear gloves or loose clothing.
- 5. Check thickness of stock and limit cuts to about 1/16 inch.
- 6. Joint one face of material before running it through the machine.
- 7. Check board for knots and nails before using machine.
- 8. Use machine for pieces no shorter than 14 inches long.
- 9. Do not use machine if the knives are dull.
- 10. Hold board firmly with both hands when feeding into rolls.
- 11. Keep fingers from between board and table.
- 12. Watch passageways when working with long boards.
- 13. Think the job through before starting the machine.
- 14. Stand to the side of the stock as it is being fed into the machine.

15. Use eye protection while operating the surfacer.

O. Safety Regulations for the Lathe

1. Secure all clothing -- especially loose sleeves and dangling neckties.
2. Clear working area of all obstacles; keep floor clean and dry.
3. Train yourself not to be distracted by anyone while operating the lathe.
4. Be familiar with the lathe before operating it.
5. Examine stock for cracks and flaws and test all glued joints.
6. Make sure stock is *securely fastened* between centers or on faceplate.
7. Reduce large stock to octagonal shape before placing between centers.
8. Be sure stock is well balanced and does not vibrate.
9. Revolve stock by hand -- test for free turning. Avoid jamming work against tool rest.
10. Oil end of stock turning on dead center.
11. Set tool rest level with centers and at the proper distance from work.
12. Set minimum speed that will do the job:
 - a) Less than 3 inches diameter may be run at highest speed.
 - b) For 3 inches to 6 inches in diameter use at medium speed.
 - c) Over 6 inches in diameter use at slow speed.
13. Use only *sharp woodturning* tools.
14. Hold tools firmly and in the correct manner.
15. Allow large stock and faceplate work to *coast* to a stop.
16. Never place hands on revolving stock.
17. Remove the tool rest when sanding.
18. Always use a face shield when working on the lathe.

P. Safety Regulations for the Shaper

1. Do not wear gloves or loose clothing while operating the shaper. Work with the sleeves rolled up above the elbows. Remove your tie.

2. Wear a face shield.
3. Turn off the main switch before making any adjustments.
4. Use only one-piece cutters if practicable.
5. Knives of unequal width should never be used together between slotted collars.
6. If only one knife is used, a blank of equal width must be placed in the other side of the collar for holding purposes.
7. If correct size collars are available, use them along with the other guiding and holding devices.
8. Use all guards and holding devices which will add to the safety of the operator.
9. See that the spindle top and knives are correctly adjusted and securely fastened. On square cutterheads place a piece of paper between the knives and the cutterhead to prevent them from sliding or slipping. Note that the knives must be flat so that they contact the entire surface of the cutterhead. The paper must not be too thick.
10. Use a guide pin when shaping with collars.
11. Remove all wrenches and tools from the table after the machine is set up and keep the table clear of chips while using the machine. Keep the floor clean and clear of obstructions.
12. See that all guards and holding devices are firmly and correctly placed before starting the work. Check on all belts, screws, and clamps to guard against anything working loose while the machine is in operation. Test the machine every time before it is started.
13. Devote your entire attention to operating the shaper.
14. Stand to one side in case of a kickback.
15. Cut with the grain if possible.
16. The work must be advanced into and against the cutter rotation.
17. Use a feather board and push stick for small pieces.
18. Hold small pieces of wood with a special form or jig.
19. Keep blades sharp and free of gum.
20. Turn off the machine whenever leaving it.

Q. Safety Regulations for the Jig Saw

1. Select a blade to suit the thickness of the wood and the size of the curves to be cut.

2. Tighten blade securely in lower vise first, then in upper vise. Tension the blade to suit its size.
3. Adjust the blade guide in line with the blade to support it while cutting.
4. Lower the hold-down foot to press lightly on the surface of the wood.
5. Try the setting by turning the motor. If no knocking results, start cutting. If a knocking is heard, stop the machine and readjust blade tension.
6. Cut large curves first and then the small details. Avoid backing out of cuts whenever possible. Do not make sudden turns, particularly in thick wood.
7. Keep the jig saw table free of small pieces of wood while cutting stock.
8. Use eye protection while cutting on the jig saw.

R. Safety Regulations for the Drill Press

1. Be sure your instructor knows that you are about to run this machine.
2. Hold the material securely in vise or with clamps. Do not attempt to hold by hand.
3. Be sure that you have a bottoming piece or position over an opening so as not to drill into the table.
4. Wear tight fitting clothing; roll up sleeves to well above the elbows; remove necktie or tuck it into your shirt.
5. Run the drill only at the proper speed. Forcing or feeding too fast may splinter the drill and cause injury.
6. Form the habit of keeping the chuck wrench in your hand. Then you will never leave it in the chuck.
7. Use a center punch mark as a starter for drilled holes.
8. Use a stick or brush to remove chips from the drill. Never use the fingers, cloth, or waste.
9. Always turn off machine when you leave it.
10. Use eye protection when operating the drill press.

S. Safety Regulations for the Sander

1. Make sure discs and belts are not torn or loose.
2. Check angles of tables before using sander.

3. Sand work only on the down side of disc. Hold work firmly to tables; not in the air.
4. Keep work moving across abrasive surface while sanding. Holding it in one place burns the stock and wears out the sanding machine.
5. Use a coarse abrasive for rough work and the finer abrasives for finish cuts.
6. Keep hands and fingers away from the abrasive surface, thus avoiding painful "abrasive burns."
7. Clean up the sander and floor area with a vacuum machine. Do not brush or blow away the fine dust into the air.
8. When surfacing metal on the sander, keep a pan of water handy for cooling.
9. Do not use cloth or gloves for holding work to the sander.
10. Leave the machine only after power is off and machine has stopped.
11. Use eye protection while operating the sander.

T. Safety Regulations for the Grinder

1. Wear goggles or face shield and tight fitting clothing.
2. Check the tool rest. Be sure it is adjusted close (1/16 inch) to the wheel before using.
3. Hold the object to be ground on the tool rest whenever possible.
4. Keep water pan near the quench tools frequently to prevent burning.
5. When polishing, hold the object slightly below the level of the shaft or arbor. Any object caught by the wheel will then be thrown *down* and not toward you.
6. Hold small pieces to be buffed in a simple jig. Do not wear gloves or try to hold object in a corner of your apron while applying it to the wheel.
7. When applying rouge or tripoli to a revolving wheel, hold the cake lightly and apply its side rather than its end to the wheel.

U. Safety Regulations for the Radial Arm Saw

1. Secure loose clothing before operating the saw.
2. Think before doing. This eliminates most accidents before they can happen.
3. Keep the work surface of your machine clear of unnecessary objects.

4. Don't attempt to stop the saw by forcing a piece of wood against it or into the blade.
5. Start a cut or remove the material only after the motor and yoke are fully back against the column. (For ripping, of course, the motor is first positioned in front of the guide fence to the desired width or rip.)
6. Don't force the cut. Use a light, steady pull for cross-cutting and a firm, steady push for ripping.
7. Change the position of the cutting member only after the blade has completely stopped.
8. Use a pusher stick when ripping or when cutting with the shaper if there is any doubt of finger clearance.
9. Don't force the dado head into its cut. Because more stock is being removed, only a very slight pull is required. When cross-cutting heavy stock, or cross-dadoing, tools will have a tendency to climb-cut or move forward without pulling. You may have to hold back.
10. Motor rotation is clockwise. Mount all tools accordingly.
11. Don't cross your arms when making any kind of cut so as to be in the path of the saw or cutting tool. If cross-cutting material from the left side of saw, hold the material with the right hand and pull the yoke handle with the left hand.
12. Don't use cracked saw blades or defective tools on high-speed equipment.
13. Remove stock from the table only after the saw is returned to the rear of the table.
14. Don't allow your workshop to become cluttered with scraps and shavings. Clean floors are essential; you need firm footing and good balance at all times.
15. Don't do work in cramped headquarters. Have plenty of room to work in. Have a box for scraps and dispose of them as they accumulate.
16. Don't look into the shaper or planer cutter as the board passes through.
17. Don't let your mind wander when working on a power tool. Keep it on your work at all times.
18. Use the proper tool for the job. Be sure the equipment is adequate for the purpose intended.
19. Keep tools clean and sharp. Also keep the worktable clean. No loose material should be left on top so that the saw blade may catch and throw it as the saw travels forward.
20. Place stock firmly against the guide fence for all cutting operations. The action of the blade will help you keep it in this position.
21. Lock all adjustment clamps firmly after making changes in the machine position.

22. Properly position the guard for ripping. The infeed end is lowered to 1/8 inch below the surface of the stock. Be sure the rip lock is drawn up snugly before starting to cut. Always feed material from the opposite end of the guard where the anti-kickback is mounted. Also use a caution tag which reads, "Do not rip or plough in the direct line of the saw and the material when ripping, shaping, or planning."
23. Draw up all cutting tools snugly on the arbor before starting the motor. Use both wrenches provided when tightening the arbor nut.
24. Position the rubber dust spout so that dust and chips are directed away from the operator.
25. Use the guard at all times when dadoing. The procedure is the same as when sanding.
26. Use the shaper-jointer guard at all times.
27. Get into the habit of always removing the key from the switch on the arm when changing tools or making adjustments.
28. Always use the brake to stop the saw after completing a cut.
29. Use only saw blades tensioned for the high speed of the motor used.
30. Keep the machine in good alignment and adjustment to prevent excessive vibration. Vibration will cause inaccurate cutting and could also cause the saw to grab or creep.
31. Wear goggles or a face shield when operating the saw.
32. Provide maximum support for the work. Handle all larger-than-average work as explained.
33. Remember, above all, never to trust the machine. It will not think for you.
34. Mount all attachments according to the instructions given.
35. Make sure that the stock or jig is properly clamped whenever clamping is necessary.

V. Safety Regulations for Squaring Shears

1. Never put the fingers under the knife or the hold-down bar.
2. Do not attempt to reach behind the shear when operating the foot pedal.
3. Do not bounce or jump upon the foot pedal.
4. Be careful that your foot or shin does not get in the way of the foot pedal.
5. Do not attempt to cut metal or a gauge which is too heavy for the machine.
6. It is safe practice to cut only one thickness of metal at a time; don't attempt multiple cutting.

7. Only one person at a time should be permitted to work the shears.
8. The shear should be guarded, and the guard should be kept on the machine.
9. Unauthorized use of shears should not be permitted, and it is preferable that a locking device be used to prevent such use when they are not in operation.

5-3 AGRICULTURE SAFETY

A. Handling of Soils and Fertilizers

Students enrolled in agriculture or garden classes shall be instructed as to the hazards of infection, skin rash, or irritations resulting from soil organisms and the handling or inhaling of chemicals in fertilizers. Students should be required to wash after using or handling soils or fertilizers.

B. Use and Storage of Toxic Materials

Poisonous materials, such as insecticides, dusting powders, and sprays shall be stored in locked cabinets. These toxic materials shall be used by students only with the approval of the teacher. No elementary school child shall have access to or use of these materials at any time.

Spraying in the elementary school shall be done by authorized personnel only. Pupils shall not be present during the spraying or allowed in the area for a minimum of two days.

C. General Rules for Spraying

1. Label sprays and dusts plainly and store in locked cabinets away from pets and children.
2. Follow manufacturer's directions and warnings when using sprays and dusts.
3. Label sprays and dusts plainly and store in locked cabinets.
4. Know and have available the antidote for each spray and dust indicated on container.
5. Avoid inhaling and protect eyes by wearing a respirator and goggles when spraying or dusting.
6. Avoid skin contact with spray and dust by wearing proper protective covering.
7. Wash hands, face, and other exposed parts of body thoroughly after using dusts and sprays.
8. Wash fruit and vegetables before eating.
9. Substitute nonpoisonous for poisonous sprays whenever possible.

D. General Garden Safety Rules

1. Use well-made garden tools and equipment.

2. Use correct tools for job at hand.
3. Keep tools clean and free of rust.
4. Keep cutting edges sharp.
5. Store hand tools in racks when not in use.
6. Never throw tools.
7. Carry cutting tools with points facing down.

E. General Rules for Poisonous Plants

1. Learn to recognize poisonous plants.
2. Avoid bodily contact with poisonous plants.
3. Destroy poisonous plants in the garden.
4. Avoid bodily contact with smoke from burning poisonous plants.

F. Poisonous Plants

Below is a list of some of the more common poisonous cultivated plants. Those marked with an asterisk can be fatal if taken in quantities a young child might eat. There is no assurance others listed cannot be fatal or that this list contains all poisonous plants.

Plant	Poisonous Part	Plant	Poisonous Part
Azalea	Leaves	Lupines	Seeds
*Bittersweet	Berry	Milkweed Sprouts	
*Bluebonnets	Seed	(some species)	Plant
Buckeye (horse chestnut)	Nut	Mistletoe	Berries
*Burning Bush	Leaves	*Mock Orange	Fruit
*Caster-Bean Plant	All parts	*Monkshood	Root
*Cowbane (Oxypolis Plant)	Root	*Mountain Laurel	Any part
Cyclamen	Tuber	*Narcissus	Bulb
*Daphne (Mezereum)	Berries	*Nightshade	Berries
*Death Camas	All parts	*Oleander	Leaves
Dieffenbachie	Leaves	*Peach Tree	
Delphinium	Leaves	(when steamed as tea)	Leaves
*Dumb Cane	Any part	*Pimpernel	Any part
Egg Plant	Leaves	Pinks	Seeds
*Elephant Ear	Any part	Poinsettia	Leaves
Fall Crocus	Bulbs	*Poison Hemlock	All parts
*Four O'clock	Root, seed	Pokeweed	Berries
*Foxglove	Leaves	*Potato	Seeds, sprouts

Plant	Poisonous Part	Plant	Poisonous Part
Green pepper	Leaves	Red Elderberry	Scarlet berry
Holly	Red berries	*Rhodendron	Any part
*Iris	Underground stem	*Scotch Broom	Seed
*Ivy	Leaves	*Skimmia (Skimmia Jamonica thumb.)	Entire plant
Jequirity Beans (Found on souvenir dolls & necklaces)	Bean (black or red or both)	*Spanish Boyonet	Root
Jerusalem Cherry	Fruit or yellow cherry	Spider Lily	Bulb
*Jimson Weed	Entire Plant	Sweet Peas	Seed & stem
Laburnum	Seeds and pods	Tomato	Leaves
*Lily of the Valley	Any part	*Tulip	Bulb
		*Water Hemlock	Roots
		*Yellow Jessamine	Nectar & Blossom
		Zinnia	Leaves

5-4 SAFE USE OF PESTICIDES

- A. Use only pesticides that are recognized as being reasonably safe for the person using them. Chemicals requiring a respirator and protective clothing are not for the average gardener.
- B. Read the label, every word of it, before opening a package. Some chemicals are harmful when absorbed through the skin or inhaled through the nose as well as when taken through the mouth. Take care not to get the concentrated pesticide on your skin; if you accidentally spill it, wash it off *immediately*. Measure the recommended amounts exactly; never increase the dosage.
- C. Don't smoke while spraying or dusting. You can get the chemical into your mouth via cigarette, cigar, pipe, or your contaminated fingers. Wash thoroughly before eating.
- D. Use a spray nozzle that gives a fine mist. Spray from the underside of the plant up through it, continuously revolving the spray rod. Move along rapidly; never spray to the point of run-off. If you stop to inspect a plant, shut off the sprayer. Never spray the ground on general principles; treat the soil only as necessary for a particular soil pest. Don't use sticker-spreaders unless specifically recommended by the manufacturer of the pesticides; some of these decrease effectiveness by increasing run-off, and others increase spray injury.
- E. Learn enough about the pests you need to control to be able to time sprays for maximum effectiveness and minimum damage. A single annual spraying properly timed, may control lacebug or rhododendron or leaf minor on boxwood, but it may take 20 to 30 applications to control all rose pests. Don't spray fruit trees while bees are pollinating blossoms.
- F. Keep poison sprays away from food plants. Don't spray roses next to tomatoes. Don't plant food crops near ornamentals that need spraying with poisonous materials.
- G. Cover fish pools with canvas before spraying nearby. The safest chemicals for mammals are often the most toxic to fish.
- H. Leave some part of the garden unsprayed, as a haven for beneficial insects.

- I. Keep children and pets away while spraying. Dispose of leftover spray solution safely and immediately. Never leave a container of it standing, and never pour it onto an impervious surface where it can form a puddle; in either case it would invite investigation by pets and birds. Dispose of containers with utmost care.
- J. Store all insecticides, fungicides, and herbicides in a place that is inaccessible to children and to people unfamiliar with their characteristics.

5-5 TOXIC OR RISK ITEMS WHICH SHOULD NOT BE USED BY CHILDREN IN AN ELEMENTARY CLASSROOM

The following is a list of art supply items which are known to be toxic or have a risk potential if not used properly, and which *should never be used by children in the elementary schools*. However, these items may be used by the art teacher or classroom teacher in their preparation for a lesson.

Copper enameling supplies and tools	Varnish, oil painting
Printers ink, oil base	Brush cleaner
Silk screen inks, oil base	Rubber cement
Textile paint, oil base	Rubber cement thinner
Alcohol	Crackle glaze
Fixative liquid	Decorating colors
Linseed oil	Cone glazes
Enamel paint	Liquid aluminum
Oil paint	Liquid steel
Clear fixative spray	Mold rubber latex
Shellac, white	Mosaic tile adhesive
Turpentine	Panacolite plastic aggregate
Varnish, Matte, pints	Sculpt metal

All spray painting, varnishing, and fixing shall be performed in the spray booth, near a ventilating window or outdoors.

Felt tip pens must be used only in well ventilated rooms.

5-6 HAND TOOLS AND POWER TOOLS

All tools shall be in good condition before being used. All cutting edges should be sharp and handles in good condition. Defective tools shall be repaired or turned in to the proper office. All students shall be instructed in the safe use and operation of all hand and power tools prior to their use.

Students shall receive permission from the teacher before operating power tools.

Power tools, and other electrical equipment shall be disconnected from the wall plug, by the teacher, when not in use.

5-7 ELECTRICAL OUTLETS

Electrical outlets shall be grounded when used for power tools, heating irons, furnaces, etc.

5-8 FLAMMABLE MATERIALS

See flammable liquids, Chapters 5-34 and 6-15.

Hot wax and dye shall be isolated and handled carefully.

5-9 RUBBER GLOVES

Rubber gloves shall be worn when handling dyes, photographic chemicals and etching acids.

5-10 GOGGLES

See State regulation, Chapter 5-32.

5-11 SCULPTURE

Clamps and vises may be used for anchoring wood blocks while carving with chisels.

Bench stops shall be used to prevent wood sculptures from slipping.

Wood and Stone carving will be done in a screened area.

Sculpture stones should be placed on a sandbag to avoid slipping and cracking, while working.

Ends of wires and sharp edges of sheet metals are hazardous and shall be handled with extreme care.

All safety rules pertaining to welding must be followed. See Chapter 4-23.

5-12 GRAPHICS

The location of acid in the arts and crafts room shall be isolated. Precautions in the use of acid shall be stressed. When mixing acid in solution with water, always add acid to water.

Gouging, scratching and intaglio tools shall be in safe working condition and shall be used only in the prescribed manner.

Stops for linoleum or wood blocks shall be used while gouging or carving.

The safe use of gouging tools and stencil knives shall be demonstrated and rigidly enforced.

Oil based silk screen inks must be used in a well ventilated room.

5-13 CRAFTS

The safe use of all small hand tools, materials, and electrical equipment shall be demonstrated in advance of pupil participation.

Soldering stations for gas and electric soldering shall be separated from other work areas.

The grinding wheel shall be well anchored to a firm base and shall have a shield.

Goggles are to be worn when using the grinding wheel.

The acid pickle should be located on formica or other acid-resistant counter tops.

Metal forms being pickled should always be handled with copper tongs. The hands should be protected with rubber gloves, the clothing with rubberized aprons, when possible.

5-14 CERAMICS

Locate ceramic kilns away from drafts, flammable materials, and younger pupils.

Maintain an effective counter balance on the second kiln lid. Asbestos gloves should be worn for handling hot ware in unloading ceramic kiln. Open kiln by raising lid in stages.

Avoid loose clothing while working near a hot kiln.

Use eye shields or goggles when grinding glazed ware.

The use of a manufactured or improvised booth for spraying glaze is recommended to control excess glaze.

Pupils shall be instructed and supervised in dipping and pouring glazes, and shall be cautioned to wash hands after glazing.

A breathing mask shall be used by any student or teacher glazing with a spray gun.

No lead glazes may be used in the elementary grades.

Firing racks and forks are to be used to introduce and remove ware from the enameling kiln.

Acid resistant counter tops and glass containers are to be used for acid bath. Hands are to be protected by rubber gloves. Use copper tongs.

Maintain a working pyrometer to prevent over-firing and to check interior temperatures for the safe operation of an enameling kiln. Do not wear loose clothing, especially cuffs and ties, when enameling.

If potentially dangerous materials are being used, such as glass and tile for mosaics, all due precautions shall be taken for safe handling.

Wash all surfaces and floor regularly to avoid excessive accumulation of clay dust.

5-15 AUDIO-VISUAL EQUIPMENT

A. Principal's Responsibility

Each school principal and media specialist will be responsible for the proper care, use, and operation of all school-based audio-visual equipment.

At the discretion of the school principal, pupils may assist in the operation of tape recorders, record players, projectors, etc., being careful to follow normal safety procedures. Such operators must be subject to the following procedures:

1. Proper training of each pupil must be undertaken by qualified faculty members who will supervise all activities in which audio-visual equipment is being used.

B. Limitations

A student shall not be asked to operate any piece of audio-visual equipment unless he has been thoroughly checked out by a qualified operator of that particular piece of equipment.

C. Inspection

All audio-visual equipment should be inspected periodically by qualified members of the faculty and/or maintenance division. Faulty inspection shall be "Red Tagged" and put out of service until repaired.

D. Repairs

Under no circumstances shall any pupil be asked to repair audio-visual equipment. All repairs shall be requested in writing through the principal to the appropriate office.

E. Operational Direction

To avoid errors and eliminate needless damage to equipment, all operational directions should be followed.

F. Technical Questions

All questions of a technical nature should be directed to the Department of Educational Media and Technology.

5-16 DETERMINING STUDENT ELIGIBLE FOR STUDENT DRIVER EDUCATION COURSES

Within the limits of budget provisions and practicability, driver education shall be offered during the school year to students in Montgomery County high schools on the basis of the following priority:

- A. To students who are 16 years of age or older but are not licensed drivers in this order of grade placement: 12, 11, 10, and 9, where the 9th grade is housed with the senior high school.
- B. To students who will attain their 16th birthday during the school year in this order of grade placement: 12, 11, 10, and 9, where the 9th grade is housed with the senior high school.
- C. To students who are 16 years of age or older and are licensed drivers but have not taken a driver education course.

- D. To students who are 15½ years of age during the period of instruction in this order of grade placement: 11, 10, and 9, where the 9th grade is housed with the senior high school.

5-17 RESPONSIBILITY OF DRIVER EDUCATION INSTRUCTOR

(Montgomery County Juvenile Court hearing November 24, 1958.) Where there is an accident involving a driver education car and a student is behind the wheel, it should be presumed that the driver training instructor is responsible for the operation of the car as he has access to and use of the dual controls or constant radio communication with the students in the cars on the ranges.

Responsibility for filing an accident report should be jointly that of the student and the instructor. When an accident occurs, the following procedure should be adhered to:

- A. Call police immediately, if the accident occurred on a street or road.
- B. Arrange for towing (if necessary). Repairs should be approved and authorized by the supervisor of driver education or the director of procurement.
- C. Complete the following required forms and forward to the Maryland Department of Motor Vehicles. (Copies to the insurance office and driver education supervisor.)
 1. Motor Vehicle Accident Report (DL-161, 10-66)
 2. Department of Motor Vehicles Automobile Accident or Loss Report Insurance (G 15636-8)
- D. If there is personal injury, fill out standard accident form in detail and immediately file with the Division of Insurance. (Copy should be sent to the driver education supervisor.)
- E. Notify driver education supervisor of all accidents. Detailed written reports should be sent to the supervisor by the instructor, the driver of the car, and each passenger in the driver education car. Details should include time, place, diagram, why accident occurred, results, damages, what supervision by teacher, how accident could have been prevented, etc.

5-18 INSURANCE FOR DRIVER EDUCATION CARS

The Montgomery County Public Schools received a reduced motor vehicle insurance liability rate on driver education cars. This rate is approximately 75 per cent of what is paid for our regular staff cars which are used on a 24-hour basis. It is assumed that driver education cars will not be used by instructors for personal use. Therefore, it is necessary that strict control be maintained over these vehicles by the principals. County policy forbids the personal use of these cars, including taking them home. (For complete driver education information, refer to *Driver Education Course of Study*.)

5-19 HOME ECONOMICS

- A. Use a pilot light for lighting a gas range, if possible; otherwise use safety matches.
- B. When a gas burner is lighted, put the lighted match on the burner; then turn on the gas.

- C. Paper or flammable materials should not be placed on or too near a stove.
- D. Turn off electric stoves before cleaning. (It is preferable to disconnect.)
- E. When cooking on the range, turn pan handles to the back or side of the range to prevent spilling.
- F. Disconnect appliances by pulling out plug, not by jerking cord.
- G. In deep frying, fill kettle no more than half full so that it will not bubble over when food is added.
- H. If fat or grease catches fire, cover kettle with lid until fire is smothered.
- I. Always cut away from the body.
- J. Always use pot holders for handling large heavy pots.
- K. Buy only electrical equipment approved by Underwriter's Laboratories and guaranteed by the manufacturer.
- L. Do not operate or connect electrical equipment when hands are wet or when you are standing on a wet floor.
- M. If smell of gas is evident, call a repairman at once. Extinguish all open flames immediately.
- N. Keep all emergency phone numbers (fire, police, and doctor) handy.
- O. Use only nonslip wax on floors.
- P. Never walk away from an electric stove without turning it off.
- Q. Poisons should be plainly marked and stored in a locked cabinet.
- R. Keep a sturdy stool or stepladder for reaching top shelves. Flush leftover portions of prescriptions down the toilet.
- S. Avoid placing metal spoons or forks in the sink disposal.
- T. Use a rubber mat in the bath tub.
- U. Do not store oils, paints, or other materials which can cause fire in closets.
- V. Wrap dust from vacuum cleaners and carpet sweepers in paper and put in outside trash cans. If thrown into a fire, dust can explode.
- W. If a razor blade is used in sewing, it should be a single-edge blade.
- X. Provide a flameproof ironing board cover.

- Y. If it is necessary to fill a steam iron while hot, be sure to disconnect it first.
- Z. Always use a pin cushion; do not put pins or needles in the mouth.
- AA. To avoid cracking or breaking, do not put cold water into a hot glass or enamel utensil.
- BB. Leave pressure cooker closed until pressure has fallen.
- CC. Be sure that all stairs have hand rails.
- DD. Stairs should always be kept clear of toys, cleaning equipment, and all other items.
- EE. Hang heavy mirrors or pictures with strong picture hooks. Do not rely on a single wire or cord to hold them.

5-20 SAFETY IN MUSIC CLASS

- A. Instruments should be checked frequently to identify protruding parts such as loose metal or protruding nails.
- B. Children are prohibited from pushing pianos.
- C. All wind instruments should be cleaned frequently. Children should not blow another child's instrument.
- D. Metal stripping on instrumental storage shelves should be kept intact.
- E. Large instruments should be securely stored and placed as low to the ground as possible.
- F. During instrumental classes, cases should be stored out of the path of other students by placing under chair when small enough or by closing and placing it on a shelf.
- G. Fields should be checked for hazards (holes, glass, protruding objects) before marching band practices.
- H. Intense heat or cold should be a determining factor in scheduling outdoor marching band practices.
- I. Choral risers should be checked thoroughly before being used.
- J. Seated risers should have a rail and step blocks for safe use.
- K. Unsafe conditions should be reported immediately to the principal, and the riser shall be placed off limits until it is satisfactorily repaired.
- L. Robes and gowns should be short enough to eliminate any possibility of tripping.
- M. The use of lighted candles in musical activities is prohibited.

5-21 SAFETY IN PHYSICAL EDUCATION

A. Administrative Responsibility for Safety in Physical Education

Safety must play an integral part in physical education instruction. There are certain controls that will aid in eliminating or minimizing accidents.

B. Orientation

Making teachers aware of established rules, regulations, and procedures contained in the Physical Education courses of study, in the Montgomery County Public Schools *Policies and Procedures Handbook*, and *Safety Manual*.

C. Unique Situations

Formulation of policies to cover variations in physical layout.

D. Rules and Regulations

All rules and regulations pertaining to the use of facilities and equipment should be brought to the attention of the staff.

E. Periodic Inspection

All physical education facilities, equipment, and grounds should be checked periodically to eliminate hidden hazards or unsafe conditions.

5-22 INSTALLATION AND MAINTENANCE OF PHYSICAL EDUCATION FACILITIES

A. There shall be continuous evaluation and research on the safety aspects of facilities, equipment, and supplies.

B. Only approved equipment shall be installed on playgrounds or in gymnasiums.

C. The school administration shall confer with the physical education supervisor regarding the location of physical education equipment and apparatus before installation.

D. All relocation of equipment must be approved by the school administration, supervisor of physical education, and director of the Division of Maintenance.

E. All physical education equipment shall be installed according to the standard specification for that equipment or grade level.

F. Playing surfaces should be free of obstructions, uneven surfaces, and slick spots and should be on level ground when possible.

G. *Red Tag* – Equipment found to be faulty shall be labeled with a red tag and immediately withdrawn from use.

5-23 SAFETY INSTRUCTION

Adequate instruction relative to the many facets of physical education activities will eliminate many needless accidents. Instruction in proper skills and attitudes while in the locker room, gym, shower room, etc. Definite procedures should be set up to cover before-class activities and supervision of those arriving early. Activities should be organized so that skills will be progressive. Care should be taken not to place a student in an activity or situation for which he is not structurally or functionally prepared. Certain activities require large and more secluded areas for safe execution; these areas include archery, golf, etc.

5-24 APPARATUS, STUNTS, AND TUMBLING

- A. Instruct students in:
 - 1. The safe use of equipment.
 - 2. The dangers inherent in each stunt.
 - 3. The proper mechanics of each stunt.
- B. Condition the student in advance of each apparatus stunt.
- C. Present a good demonstration either by teacher or capable student.
- D. Provide sequential instruction allowing for mastery of fundamentals before attempting more complex moves.
- E. Make sure that each student has a clear understanding of what he is attempting.
- F. Remember that the proper uniform is an important aspect of safe, pleasurable gymnastics.
 - 1. Remove all jewelry, bracelets, pencils, pens, etc.
 - 2. Use sneakers or gymnastic shoes.
- G. Insist upon proper warm-up period before attempting any stunt.
- H. Magnesium carbonate should be available and used.

5-25 TRAMPOLINE

- A. Keep mats as clean as possible.
 - 1. Carry mats rather than drag them.
 - 2. Insist upon proper methods of lifting and carrying mats. One student should not be assigned to carry a mat.

3. Keep street shoes off mats.
- B. Place mats around apparatus being used.
- C. Do not overlap or leave spaces between mats.
- D. "Horseplay" is prohibited.
- E. Performers should have complete knowledge of what they are attempting.
- F. Minimize distractions during class.
- G. Spotting is an essential to trampoline activities.
- H. Instruct students not to jump from canvas to floor. (See MCPS Regulation 505-8 on trampolines.)

5-26 TRACK AND FIELD, AND INDOOR SPORTS

A. Dashes

1. Remain in lane even after finish of race.
2. Avoid making abrupt stops at completion of race.
3. In order to maintain balance, avoid looking from side to side.

B. Relays

1. Remain in lane until incoming runners have passed.
2. Avoid running too close to curb.

C. Distance Races

1. Proper conditioning is essential to safe distance running.
2. Stay on feet and walk at end of race, do not sit or lie down upon completion of race.

D. Broad Jump

1. Check pit and surrounding area for hazards such as glass, rocks, metal, etc.
2. Check take-off board to insure that it is planted firmly.
3. Pits should be constantly loosened to prevent the pit material from becoming impacted.

E. Hurdles

1. Start low and work up.
2. Use light crossbars when learning.
3. Place hurdles appropriately so jumper has safe landing place.
4. Allow adequate space between hurdle lanes.

F. High Jump

1. Check high jump standard to insure its being planted firmly and that there is no chance of its falling.
2. Remove cross bars and pegs holding cross bars when not in use.
3. Check pit to remove hazards.
4. If using foam rubber type material, remember that it may not be stored in school due to fire potential of material.
5. Pits should be built up to minimize descent once the bar is cleared.
6. Students should receive careful instruction on proper landing form.

G. Shot Put

1. Use softball for putting before using regulation put.
2. Persons not engaged in putting the shot should stay behind the circle.
3. One person should be designated to return the shot by rolling it.
4. The rolling shot should be stopped by using the foot.
5. Playing catch with the shot is prohibited.

H. Archery

1. Always check equipment before using.
2. Use arrows that are the correct length.
3. Shooting and retrieving the arrows should be done on command of instructor.

I. Baseball

The playing of baseball (hardball) in the elementary or secondary school program is prohibited. EXCEPTION — playing baseball shall be confined to scheduled games and practice sessions of the junior and senior varsity games in high school.

1. Players will at all times wear appropriate protective gear.
2. All players will have had satisfactory medical examination prior to playing.

J. Basketball

1. Proper shoes shall be worn while playing.
2. Games should be closely supervised to avoid unnecessary rough play.
3. Students wearing glasses should wear protective eye guards or safety glasses.

K. Bowling

1. Handle ball carefully to avoid dropping on toes.
2. When taking the ball from the rack, exercise caution to avoid finger injuries.
3. Check approach before bowling.
4. Grip ball firmly to avoid ball from slipping from grip or back swing.
5. Students are to remain seated until it becomes their turn to bowl.

L. Golf (on school premises)

1. Choose practice areas where golfer may take a swing without fear of striking other students.
2. Use practice balls to avoid danger of being struck by golf balls.
3. Strict adherence to safety rules is a must.

M. Horseshoes

1. Stand to the side of court and never to the back.
2. Place a court where people are not likely to pass through.

N. Lacrosse

1. Proper protective equipment shall be worn when playing lacrosse.

2. Modified rules should be used.
3. All rules shall be strictly enforced.

O. Ropes

1. Swinging on ropes is prohibited.
2. Only one person using ropes at a time.
3. While waiting a turn, students shall stand at a safe distance to avoid being "flipped" by the lower end of the rope.

P. Soccer

1. All body contact should be kept at a minimum.
2. Players are to remain on feet.

Q. Softball

1. The catcher shall be required to wear a catcher's mask.
2. Bats will have a minimum of 12 inches of tape to lessen the possibility of slipping from batter's grasp.
3. Sliding shall be prohibited.
4. The use of spikes is prohibited.

R. Touch Football

1. Leaving feet to block is prohibited.
2. Blocks should be of a screen type only.
3. Fumbles or loose balls shall be dead when they hit the ground.
4. The use of elbows for blocking is prohibited.
5. Cleats are prohibited.
6. Punts will be considered a free kick. (Players do not rush punter.)

S. Weight Training

1. Activity should be confined to restricted area.

2. Students waiting to participate should do so at a safe distance.
3. Security collars should be checked before each lift.
4. When using heavy weights, spotters should be used.

T. Wrestling

1. For competition purposes, students should be matched in weight, muscular development, and skill as closely as possible.
2. Instruction should start from the referee's position.
3. Tumbling mats should be placed around the wrestling mats.
4. Fingernails should be cut.
5. Jewelry should not be worn.
6. All matches should be closely supervised.
7. Only one match should take place at a time.
8. Teachers should exercise extreme caution when demonstrating a hold.

5-27 EYE PROTECTION

A. Elementary Pupils

It is strongly recommended that parents of elementary school children who wear glasses be encouraged to provide children with safety glasses. Administrators may notify parents of this recommendation at a PTA meeting or through a bulletin.

B. Secondary Pupils

It is recommended that students in the secondary program while participating in physical education classes:

1. Wear safety glasses.
2. Wear protective masks to protect glasses.

5-28 SHOWERS

- A. Shower rooms shall be used only under strict supervision of a teacher.
- B. Running or playing in the shower room is prohibited.

- C. Standing on locker room benches is prohibited.
- D. Snapping of towels at other students is prohibited.
- E. Use of the master shower control is the responsibility of the teacher. Students shall not be assigned this responsibility.
- F. Swinging or chinning from bars or pipes in the locker room is prohibited.
- G. Benches should be inspected frequently for splinters, protruding nails, sharp corners, etc.

5-29 ADMINISTRATIVE RESPONSIBILITY FOR TRAINING OF PLAYGROUND AIDES

It shall be the responsibility of every school principal to develop a method of training playground aides in the techniques of safe playground management. This may be most efficiently accomplished by cooperative faculty planning and in conjunction with the school physical education teacher.

5-30 NOON HOUR PROCEDURES FOR TEACHERS AND PLAYGROUND AIDES

The following guide has been devised to assist elementary schools in establishing sound practices for the supervision of children during the noon hour. Furthermore, there are guidelines and standards for safe and acceptable activities, established both indoor and outdoor, which will serve to make the noontime play period a learning experience for children. Playground aides and teachers are expected to be thoroughly familiar with these rules.

A. Division of Playground

The playground might be divided into areas of activity, being certain every child knows the activity permitted in each area.

B. Acceptable Outdoor Activities

1. Rings, tether ball, volleyball, basketball skills, jungle gym, hop scotch, jump rope are acceptable activities on the blacktop area. Haphazard running, chasing, and tag games on the blacktop are *not* permitted.
2. Grassed area is to be used for activities that have been taught by the physical education teacher for the grade level using the area.
3. Baseball and football games are *not* permitted at any time. Skill work in both of these sports is encouraged in the fifth and sixth grades.
4. Consult *Physical Education Course of Study* (Bulletin No. 196) for detailed list of acceptable outdoor activities.
5. It is the responsibility of the teacher to instruct their students concerning standards for safety and behavior as well as which activities are permitted on the playground and the designated areas for these activities and to supply the necessary equipment.

6. It is the responsibility of the aide to see that common sense standards of safety and behavior are being observed, to correct youngsters in a proper manner when deviations from these standards occur, and to maintain all playground rules with a minimum of description.
7. Children are *not* to play with neighborhood pets; to throw or kick dirt, stones, sticks, and debris on the playground or into neighbors' yards; to attract and/or disturb children and pets in neighboring yards; to bounce objects on school walls; to wrestle on ground; to climb trees; to hit one another even playfully; and to tease other students.
8. Sharp objects which could cause injury, such as metal cans, broken glass, and stones, should be removed to trash cans by teacher or aide on duty; or if the quantity of such objects is large, notify the custodian and keep students away from this area until it is safe for play. Do *not* ask a student to pick up the sharp object and put it in trash container. Any item on or near playground which would cause injury, such as a hole in ground, bees' nest in tree, and dead or broken branches, should be reported to office. Such areas are "off limits" until they are made safe.

C. Acceptable Indoor Activities

1. When rain, snow, or bitter cold dictate that students should remain indoors during their lunch time play period, it will be the responsibility of each teacher to instruct his class as to which activities are permitted within the room and to make available for use those games, puzzles, and other equipment which can be used.
2. Consult *Physical Education Course of Study* (Bulletin No. 196) for detailed list of acceptable indoor activities.
3. It is the responsibility of the aide to maintain order, to encourage proper standards of safety and behavior, to correct youngsters in a constructive manner when there is a violation of rules, and to caution children if it appears that emotions and excitement are mounting to a point where incorrect actions may soon result.
4. Youngsters who are chronic violators of rules, and those who commit serious offenses should be sent to the office. It is the duty of an aide, when checking out, to verify that a student sent to the office did, indeed, report.
5. Injuries and illness in the classroom should be treated the same as those which might occur on the playground.

D. Policy Concerning Children Who Stay in During Outdoor Play Period

If for reasons of health, discipline, or completing assigned schoolwork, a student remains in the classroom during the outdoor play period — he or she is the responsibility of that teacher.

E. Specification of "Off-Limit" Areas

Teachers should provide students the opportunity to use rest rooms and water fountains before they go to the playground. Some emergencies will arise and aides are requested to exercise good judgment. No student should enter building during play period without the knowledge and consent of person on duty.

1. Children are not to play near windows of classrooms.
2. Children are not to leave school property.

F. Rules for Safe Use of Permanent Equipment

1. Do not use when wet.
2. Form a single file line, awaiting your turn to use all equipment.
3. Opposed thumb grip should be used on all climbing and swinging structures.
4. Do not sit in monkey rings, but rather swing from one to the other until you have reached the end.
5. Next youngster does not begin to swing on rings and bars until first child has completed his turn.
6. Concerning the jungle gym, no more than 50 students on the large or 20 on the small jungle gym are permitted at any time. Caution should be exercised to avoid stepping on hands. Pushing and crowding will not be tolerated.

G. Responsibilities of Playground Aides and Use of Discipline

1. Since the primary responsibility of the playground aide is the supervision of *all* youngsters on the play ground, aides shall *not* participate in or umpire any games or activities.
2. If playground rules are being broken, aides are expected to speak to the child in question in a constructive manner and tone. Example: "John, please do not run on the blacktop. You may run into someone and hurt him or you may fall and skin your knee. Play tag on the grass area."
3. If a youngster *consistently* violates the rules of the playground despite reminders (insubordination), refer him to the office.
4. If the first offense of child is serious (example: breaking a window, fighting, using profane language), refer child to the office. The administration and/or teacher will determine discipline.
5. *Never* tell a youngster to sit in the classroom the remainder of the period.

H. Injuries, Illnesses, and First Aid

1. In case of injury to one's pride, be sympathetic and understanding.
2. In case of minor injury (e.g., splinter, cut, skinned limbs, bump on head), send student to office immediately in the company of a fellow student who is considered responsible.

3. In case of serious injury, notify the front office *immediately* by any expedient method at your disposal (interrupt a teacher's class if need be so the teacher can help). *Beware of moving child.* Keep area clear of other youngsters. Momentarily, at least, the welfare of this child becomes your sole responsibility. (See First Aid Procedures.)
4. If a child becomes ill, he should be sent to office in the company of a responsible student.
5. First aid should, wherever possible, be administered in the health room by the office staff.
6. Should an aide ever leave the playground area while on duty? If in your judgment, the safety, welfare, or survival of a student is dependent upon such action, do not hesitate.

I. Procedure for Termination of Play Period

1. When bell rings, children should line up on designated area space.
2. When a line is orderly, you may dismiss children to enter the building.
3. Students are to go in the building quietly at all times in an orderly manner and single file.

5-31 MCPS REGULATION 285-6 - RIFLE CLUB REGULATIONS

Rifle club advisers, working with the assistant superintendent for administration and the supervisor of safety, prepared these regulations to provide direction and safety procedures for the operation of rifle clubs and related activities in the Montgomery County Public Schools. All live firing of firearms on school ranges or any rifle club firing at any other rifle range shall be conducted in accordance with provisions set forth in this regulation.

A. Use of School Ranges by Schools and Outside Groups

School and community groups desiring to use a range shall obtain permission by the following procedure:

1. Obtain permission from the school administration to use the range by submitting completed MCPS Form 230-3, Application and Agreement for Use of School Facilities.
2. Applications for the use of the rifle range must be accompanied by written verification that the group adviser has successfully completed requirements set forth in Section 2 of Instructor Qualifications. MCPS Regulation 230-1, After-School Use of Facilities, lists policies and procedures which govern all use of facilities. After permission has been granted by the administration, a copy of the approved application to use the range must be submitted to the Division of Operations by the principal of the school where the range is located.

B. Control of Ranges

The control of each firing range is the responsibility of the person in charge of firing. This person shall be designated by the school administration.

1. Range regulations shall be posted in a prominent place at each range. The administrator of each school having a rifle range shall select the person or persons responsible for preparation and publication of the Range Safety Regulations. These regulations shall include the particular requirements for safety of each range.
2. A rifle club instructor or other qualified instructor shall be present on the range during firing.
3. Under no circumstances may any person or persons other than designated advisers or instructors be allowed to supervise rifle range firing. In the event that the designated adviser or instructor is unable to be present, firing shall be prohibited unless a qualified substitute is available and specifically assigned by the school principal from that school.
4. Outside school groups using the range shall comply with existing rules and regulations for that range. The person requesting the use of the firing range shall be required to enforce such regulations.
5. The person in charge of firing shall inspect the range for safety prior to any firing.
6. Firearms shall be inspected by the person in charge of firing for obstructions, live rounds, and general serviceability prior to and after firing.
7. Firearms not in use on the firing line shall be placed in racks with the actions opened or the firearms cased.

C. Storage of Firearms

1. The school administrator shall designate a storage place for all firearms issued to a school or brought into the school by rifle club members.
2. All firearms shall be secured in:
 - a) Army racks in accordance with army security practices or in a special locker provided with a lock.
 - b) Ammunition shall be stored by the club adviser in a secure place under lock and key away from all firearms; schools may use a vault for storage purposes.
 - c) Firearms and ammunition may not be stored in hall lockers under any circumstances.

D. General Regulations

1. Students participating in rifle club activities must transport their firearms to school by private means.
2. Upon arrival at school, all firearms shall be delivered to a designated representative of the school administration. The firearms shall be locked and stored until rifle club activities begin.

- a) Storing firearms or ammunition in students' lockers is prohibited.
 - b) All firearms shall be unloaded and cased when being transported.
3. Rifle clubs may use school buses for transporting members and their rifles and ammunition for regularly-scheduled club activities provided their adviser accompanies them on the bus to and from the activity. Rifles shall be unloaded and cased at all times when being transported to and from competitive meets. In the case of illness of the faculty adviser or some other emergency, a teacher familiar with these rifle club regulations and appointed by the principal must accompany the club to and from the activity. (See MCPS Regulation 215-1, 2-b-(19), page 4.)
 4. Except for transportation of rifle club, transporting firearms and ammunition on Montgomery County public school buses is prohibited.

E. Instructor Qualifications

1. All rifle club instructors shall be members of the schools' professional staffs.
2. Instructors are required to be certified by the National Rifle Association.
 - a) The NRA Certified Rifle, Pistol, or Shotgun Instructor Certificate may be issued to an individual NRA member 21 years of age or older who has demonstrated that he is capable of instructing others and administering courses of instruction in the safe and efficient use of firearms. These certificates expire annually but may be renewed by filing a renewal report with the NRA, or by request, no later than one month after the period of validity has ended. Each applicant for the NRA Certified Rifle, Pistol, or Shotgun Instructor rating must furnish evidence of his capabilities by doing the following:
 - (1) Submit a written recommendation from an NRA Certified Instructor or NRA Training Counselor;
 - (2) Complete the Certified Instructor examination with a grade of 90 per cent or more; and
 - (3) Where an NRA Training Counselor is available, complete the appropriate NRA Instructor Training Course satisfactorily or furnish evidence that he has served as an instructor for a minimum of 100 hours in a Small Arms Training Course.
 - b) The NRA Training Counselor Certificate may be issued to an individual member of the NRA 21 years of age or older who has demonstrated outstanding administrative and teaching skill as a Certified Instructor. These certificates expire annually but may be renewed by filing a renewal report with the NRA, or by request, no later than one month after the period of validity has ended. Each candidate for the NRA Training Counselor rating must furnish evidence of his capabilities by doing the following:
 - (1) Hold either Certified Rifle, Pistol, or Shotgun Certificate for a minimum of one year.

- (2) Submit evidence that he has served as Chief Instructor in at least one registered NRA Basic Small Arms Training Course.
- (3) Be selected to attend and successfully complete an NRA Training Counselor Course.

F. Target Area

1. No one shall be allowed in the target area without the authority of the person in charge of range firing.
2. Only prescribed National Rifle Association shall bore targets or their equivalent shall be used on the range.

G. Control of Students' Firing on the Ranges

The person in charge of the firing is responsible for the control of students' firing on the range.

1. A student shall not fire on the range until he or she has satisfactorily completed a preliminary rifle marksmanship course. Each student firing on the range must satisfactorily complete a written test on range safety. One copy of the student's completed test shall be kept on file with the student's school records.
2. Frequent reminders of range safety shall be given by the person in charge of firing to new and/or infrequent users of the range prior to their firing.
3. Unnecessary noise, talking, and/or other disturbing acts are prohibited.
4. No one is allowed forward on the firing line without authority of the person in charge of firing.
5. Unless prohibited by competition rules, coaches may be allowed on the firing points in such a position as not to interfere with the proper and safe operation of the range.

H. Firing Line Procedures

1. Firearms shall never be loaded until the student has taken position at the firing point and the command "LOAD" has been given with the firearm pointed toward the target.
2. Ammunition shall be inspected by the person in charge of the range for serviceability prior to firing.
3. Ammunition shall be issued only by the person in charge of the firing range.
4. Actions of all firearms on the range shall be kept open at all times when not cased, except after the command "LOAD" has been given by the person in charge of the firing. Only those students on the firing lines may then close the actions of their firearms.

5. No one shall fire until the command "COMMENCE FIRING" has been given by the person in charge of range firing.
6. Instruction shall be given to all students on the firing line as the proper procedure in the case of malfunction. In case of "misfire," the rifle action shall be opened only by the instructor in charge.
7. The number of persons allowed on the range during firing shall be limited to those persons firing, coaching, and supervising.
8. The only firearm authorized for use on the range is the .22 calibre rim-fire rifle or pistol chambered for cartridges commercially catalogued as the ".22 short," ".22 long," or ".22 long-rifle" cartridge.
9. All rounds shall be single loaded.

5-32 THE USE OF SAFETY GOGGLES (MCPS Regulation 525-15, 3/1/65)

WHEREAS, The State Board of Education Bylaw No. 561.1 approved July 1, 1964, mandates the use and care of protective eye devices in the public schools of Maryland, and

WHEREAS, It is the intent of the Montgomery County Board of Education to implement the requirements of this bylaw immediately; now therefore be it

Resolved, That in accordance with State Board of Education Bylaw No. 561.1, all pupils, teachers, and visitors upon entering and participating in vocational or industrial arts shops, or chemical or combined chemical-physical laboratories in Montgomery County schools or colleges* where activities enumerated in the bylaw are in progress, shall be required to wear, for general use, a cover goggle meeting the specifications of the American Standards Association Safety Code Z2.1-1959, and be it further

Resolved, That safety goggles, as described above, shall be stocked in the supply management warehouse and that each Montgomery County school or college* shall be issued safety goggles in sufficient quantity to cover each teacher, pupil, and visitor required to use these goggles by law, and be it further

Resolved, That each teacher participating in the above described programs shall be issued one set of these goggles free of charge at the beginning of each school year and that each pupil participating in the above described programs shall be issued goggles as follows:

Each junior high school pupil shall be issued one set of safety goggles free of charge upon entering the junior high school (seventh grade), if required, or when first certified by the teacher that he needs these goggles in one or more of the programs designated as requiring safety goggles in Grade 7, 8, or 9;

*Montgomery College no longer a part of the school system

Each senior high school pupil shall be issued one set of safety goggles free of charge upon entering the senior high school (tenth grade), if required, or when first certified by the teacher that he needs these goggles in one or more of the programs designated as requiring safety goggles in Grades 10, 11, or 12;

Goggles issued to Montgomery Junior College* students in compliance with the law may be charged to the student or issued without charge at the option of the college administration, and be it further

Resolved, That under these procedures each pupil requiring safety goggles will be issued one pair, free of charge, while in the seventh, eighth, or ninth grade, and one pair, free of charge, while in the tenth, eleventh, or twelfth grade, and be it further

Resolved, That pupils losing or breaking their goggles or lenses will be required to replace them at current bid prices as needed, and be it further

Resolved, That all glasses and lenses issued to pupils or teachers, including those issued without charge, shall become the property of the pupils or teachers, and be it further

Resolved, That all goggles issued to schools be charged to the individual school's instructional supplies account.

(BOARD RESOLUTION 447-64 DATED SEPTEMBER 8, 1964)

5-33 ADMINISTRATIVE RESPONSIBILITY FOR SCIENCE CLASSES

A. The Science Chairman

1. Conducts meetings at the beginning of each semester devoted to acquainting all science teachers with the hazards in science instruction.
2. Notifies the principal in writing whenever emergencies arise or hazards exist such as:
 - a) Defective gas or electric fixtures
 - b) Broken or defective seats
 - c) Inadequate storage cabinets
 - d) Lack of fire extinguishers
3. Sees that each science laboratory is equipped with a first aid kit.
4. Makes sure that combustible, poisonous, and otherwise dangerous materials are kept securely locked in safe cabinets.

*Montgomery College no longer a part of the school system

5. Sees that cabinets containing dangerous chemicals are plainly labeled with adequate warnings.
6. Inspects chemical cabinets periodically and keeps records of these inspections.
7. Makes certain protective eyewear is available in all necessary locations as specified by Maryland law.

B. Storage

The proper storage of chemicals is basic to a safe efficient laboratory operation. Minimum amounts of chemicals should be stored. The amount to be stored should not exceed one unit more than the normal year's supply.

C. General Rules

1. Store all chemicals so that their labels are displayed. (Date chemicals as they are received in your laboratory.)
2. Keep poisons in bottles marked with skull and crossbones and the word POISON. Store them apart from other reagents.
3. Unless materials found in unlabeled bottles can be positively identified, dispose of them separately and carefully.
4. When storing chemicals on shelves, provide ample space between bottles so that you can grasp the bottle firmly.
5. Place heavy materials as near the floor as possible and brace them well. It is a good idea to place an asbestos pad between sulfuric acid and a wooden shelf.
6. Use appropriate safety containers for flammable and explosive materials.

D. Liquids

1. Large bottles of concentrated acids and alkalis should be kept on the floor and should be protected from accidental breakage. If an acid room is provided, only the amount of acid for current use need be kept in the laboratory.
2. Flammable liquids should be stored in original shipping containers while inside the laboratory or stockroom unless in approved safety cans, approved flammable liquid storage cabinet, or flammable liquid dispensing room.
3. Flammable liquids shall not be placed in glass containers exceeding 16-ounce capacity. This is not intended to apply to original shipping containers.
4. Flammable liquid containers shall be tightly closed at the end of each use and checked at the end of each laboratory period.

5. Flammable and volatile liquids should not be placed or stored near heating pipes or electric fixtures.
6. Flammable and volatile liquids must not be left in direct sunlight. (A liquid may act as a lens in focusing the rays of sunlight and thus start a fire.)
7. Do not store chemicals which react with each other close together.

E. Solids

1. Potassium chlorate is one of the most frequent causes of serious explosions because of its strong oxidizing power and sensitivity to shock. Slight amounts of impurities like carbon or sulfur may result in an explosion through mild friction or impact.
2. White or yellow phosphorous must be kept under water and in a glass stoppered bottle. As a further precaution, this container may be placed in a metal container. This phosphorous should be stored where there is a minimum of chance for accidents. Inspect frequently for water leakage. **DO NOT ORDER OR KEEP A LARGE SUPPLY ON HAND.**
3. Sodium and potassium must be kept under kerosene and stored in glass stoppered bottles. Care should be exercised to see that sodium, potassium, and calcium are not stored above water solutions or vessels containing water. **DO NOT KEEP A LARGE SUPPLY ON HAND.**
4. Calcium carbide and sodium peroxide should be kept in air tight containers and not stored near water. **DO NOT KEEP A LARGE SUPPLY.**
5. It has been suggested that the following chemicals *not* be stocked in a public school:
 - a) Chlorates
 - b) Sodium
 - c) Potassium
 - d) Phosphorus
 - e) Gasoline
 - f) Potassium Cyanide
 - g) Benzoyl Peroxide
 - h) Mercury (aside from that amount used in barometers)

5-34 HANDLING, STORAGE, AND USE OF FLAMMABLE LIQUIDS

See Montgomery County Fire Prevention Code 86-58.

5-35 CLASSIFICATION OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

Class I Liquids having a flash point below 20° F.

Class II Liquids having a flash point of 20° F., inclusive.

Class III Liquids having a flash point above 70° F., below 200° F.

Class IV Liquids having a flash point of 200° F., or above.

The closed-cup tester shall be used to determine flash points. In cases of dispute, flash points shall be determined with the Tag closed-cup tester according to the methods adopted by the American Society for Testing Materials.

The following are representative examples of liquids of the respective classes:

Class I	Class II	Class III	Class IV
Ether	Wood alcohol	Amyl alcohol	Transformer oil
Gasoline	Grain alcohol	Camphor oil	Lubricating oil
Benzol	Toluol	Cellosolve	Vegetable oils
Collodion	Ethyl methyl keton	Turpentine	Coal-tar pitch
Acetone	Ethyl Benzene	Fuel oil	Asphalt
Vinyl acetate	Octane	Stoddard solvent and other petroleum safety cleaning fluids	Paraffin oil
Carbon disulphide	Pyroxylin solution		

5-36 HANDLING OF GLASSWARE

One of the most frequent causes of accidents result from improper handling of glassware. A jagged edge can be razor sharp, and severed tendons are not uncommon. The following is intended to reduce that high frequency.

A. Cutting

To cut glass tubing, lay it flat on a table. Draw the file once across the tubing at the point it is to be cut. Use toweling between hands and glass while breaking the tubing. Protective eyewear is required.

B. Fire-polishing

The ends of glass tubing are sharp and should not be used without fire-polishing. To smooth the ends, rotate the tube in the edge of the flame until the end becomes yellow or orange. If this is done correctly, the bore of the tubing will not be changed.

Note: Do not handle glass that has been heated until you have allowed time for cooling. You cannot tell glass is hot by looking at it. HOT GLASS GIVES A MOST PAINFUL BURN. USE GOOD JUDGMENT.

C. Inserting glass tubing into rubber stopper or tubing

1. Never attempt to insert tubing having a jagged end into a stopper. ALWAYS FIRE-POLISH. The ends can be smoothed with a file or emory cloth but fire-polishing should be the first thought.
2. Use water, soap, or some lubricant and put tube into stopper as if you were screwing it in.
3. Wrap a cloth around the hand or the tubing at the point of contact with the hand. This will avoid injury if the tube should break or slip. Wear protective eyewear.
4. Hold glass tubing as close as possible to the part where it enters the stopper or tube and "feed" the tubing slowly.

D. Thistle tubes

Extra care should be used in inserting a thistle tube in a stopper. NEVER hold the tube by the bowl but put the hand close to the stopper and use the screwing motion. Be sure to wet the tube first. Use a cloth for protection of the hand.

E. Glass wool

Glass wool and steel wool should be handled carefully to avoid getting splinters in the skin. Gloves might be kept for this purpose. Cut the wool; do not attempt to "pull" it loose.

F. Soft glass test tubes

Soft glass requires special care. Test tubes will break readily if they are not thoroughly dry on the outside or if the flame is directed too long at one spot.

G. Bending glass

When bending glass, be sure to use caution in handling the hot glass.

H. Heating glass (wear protective eyewear)

1. Glass apparatus should be heated with an asbestos gauze between the glass and the fire.

2. Hard glass test tubes may be heated directly. In heating liquids in a test tube, heat from the upper portions of the tube downward and do not allow the heat to concentrate too long on any one spot.
 3. Do not look down into the tubes while heating. Do not point the mouth of the tube in the direction of any other person.
- I. If thermometers are lubricated with a silicone stopcock grease before they are inserted in rubber stoppers, they may be withdrawn safely after they have been used. Place toweling between thermometer and hand.
 - J. Rubber stoppers to which glass tubing has become stuck should be discarded in the broken glass container. Their value is not great enough to justify the cutting hazards associated with the removal of the glass.
 - K. The edges of glass squares may be smoothed with wire gauze. Use the gauze as you would a piece of sandpaper, brushing each edge of the glass with four or five strokes. Hard glass is difficult to fire-polish.
 - L. Pupils should be instructed not to attempt to remove ground glass stoppers which have become frozen to their reagent bottles. The attempt to free frozen stoppers frequently results in a broken reagent bottle. Therefore, the instructor should place the bottle in the sink, if the contents are not reactive with water, or in a quantity of absorbent material before he, *and he alone*, makes the attempt.
 - M. Pupils should be instructed to place broken and discarded glassware in a special container which may be placed at the end of each laboratory table. They should be prohibited from using the sink as a disposal place for glassware.

5-37 REMAINING IN THE CLASSROOM

The teacher in charge shall not leave any shop or laboratory while class is in session. If the teacher is requested by a superior to leave the room, this responsibility is placed with the person issuing the request; but the teacher shall make this condition clear to the superior in case he is not aware of the danger. If it should be necessary for the teacher to leave the room, another teacher or paid employee of the Board of Education (not a student) shall be placed in charge.

5-38 STUDENT RESPONSIBILITIES IN HANDLING CHEMICAL REAGENTS

- A. Follow directions carefully. Acquaint yourself with directions before beginning the experiments. Know the reason for each step.
- B. Read labels carefully. Never guess. Serious accidents may occur if the wrong chemicals are used. Pay particular attention to the ending of the name of a chemical. Violent explosions may result if a *chlorate* is used instead of a *chloride*.
- C. Do not mix chemicals indiscriminately. Each experiment should have a purpose and should be approved by the instructor. Failure to observe this rule may result in serious accidents. Never play with chemicals.

- D. Provide yourself with an apron for the protection of your clothing. Have aprons available. Obtain gloves and goggles and a face shield for special use.
- E. Perform experiments with apparatus at arm's length from the body. Do not point the mouth of a test tube toward you or your neighbor.
- F. If a Bunsen burner "strikes back," immediately turn off the gas. Adjust the burner so as to admit less air and relight. If lighting a burner, the match should be held to the side of the barrel of the burner and not directly above.
- G. Do not taste any material.
- H. Smell gases cautiously! This may be accomplished by cupping the hand and *gently* wafting a small amount of the gas to the nose.
- I. Set apparatus back from edges of desk or table to reduce chances of its being knocked off.
- J. Do not place the stopper of a reagent bottle upon the table. Hold the stopper between the first and middle fingers of the hand holding the bottle from which the liquid is being poured. The bottle should rest firmly on the laboratory table or in a rack. Do not hold a vessel into which acid or caustic material is being poured.
- K. Check gas generators carefully to be sure that there is no point at which the passage of the gas is blocked. Check with instructor before proceeding with the experiment.
- L. After collecting gas by water displacements, the delivery tube should be removed from the generating flask or from under the water to prevent water being forced back into the hot generator.
- M. If spattered by a chemical, the student should wash thoroughly with water and notify the instructor immediately!
- N. If chemicals are spilled, they should be cleaned up immediately.

5-39 RESTRICTIONS ON SCIENCE FAIRS

Pupils shall not plan or prepare exhibits using the following materials as they will not be accepted:

- A. Acetylene, illuminating gas, or other explosive gases or chemicals
- B. Cyanide solution
- C. Acids or other corrosive materials
- D. Highly flammable materials
- E. Dangerous biological cultures and carcinogenic agents

- F. Hypodermic needles
- G. Poisonous animals or plants
- H. Open flames
- I. Open or unsealed biological cultures

(All electrical equipment and exhibits must conform in every detail to the standard electrical code of Montgomery County, Maryland.)

5-40 STAGECRAFT CONSTRUCTION

- A. All students shall receive instruction on safe procedures for building and use of tools, machines, and equipment.
- B. Construction which must support people, such as stairs, ramps, etc., shall be rigidly constructed of sound material.
- C. Platforms, runways, or ramps more than four feet above ground or working area shall have guard rails on all open sides.
- D. Rigid anchoring and bracing shall be used on all scenery, flats, and stage props.
- E. The use of glass in set construction shall be avoided.
- F. All rigging shall be accomplished by using approved techniques. Ropes and cables shall be regularly inspected for wear. Worn or frayed riggings which present a hazard shall be reported to the school administration.
- G. Alterations or changes in flats, scenery, or props shall be made under the direct supervision of the teacher.
- H. Adequate aisles shall be maintained backstage, and exits shall not be blocked.
- I. Student use of stepladders should be supervised.
- J. All projected use of electric wiring or equipment in connection with school entertainment shall be subject to approval by the maintenance division and shall comply with all applicable fire and safety laws, codes, and regulations.
- K. Permanent wiring shall be installed only by authorized personnel. Pupils shall not be allowed to do any permanent installation or repairing at any time.
- L. All electric machines shall be properly grounded.
- M. All work lights shall be covered with shields or wire cages. All over-head lighting shall be securely fastened with safety chains and/or approved clamps.

- N. All cables or electrical cords shall be placed in a non-hazardous position or place. When not in use, they shall be coiled and racked.
- O. Heavy gloves shall be worn when changing lamps.
- P. All glass roundels which are hung over head shall be wired or impregnated or shall have a wire basket under them.
- Q. Any authorized teacher or pupil personnel shall be permitted to operate switchboard.
- R. Fuses shall be changed only by authorized adult personnel.
- S. No stage plugs or receptacles shall be used unless of an approved type, correct size, and rating.
- T. All hazards involving circuits, fusing, electrical cords, or cable trouble shall be immediately reported to the building administration.
- U. Stairway and passageway lights from the stage shall be lighted when area is in use.
- V. Covered trash cans shall be available for waste material.
- W. (See Montgomery County Fire Code 86-40.) The space on a stage, immediately back of a proscenium opening shall not be used for storing or handling any material or equipment except scenery and other equipment required for the immediate operations on the stage. Access to standpipes and hose, fire extinguishers, and the lowering rope or other controlling devices of an asbestos fire curtain shall be kept free and unobstructed. Any space under a stage not of a fireproof construction or not having wood construction covered with plaster, metal, plaster and metal, or some substance offering equivalent protection shall not be used for the storage of stage property, equipment, or any combustible materials except that in auditoriums with fixed seats, such space may be used for the storage of seats. No trash or rubbish shall be allowed under the stage.
- X. Every required ventilator over stages of public assembly buildings shall be opened and closed at least once in each three-month period.
- Y. (See Montgomery County Fire Code 86-40.) In theatres, playhouses, or schools using movable or shifting scenery, during every public performance, there shall be stationed a capable employee, or other person, whose selection shall be approved by the fire marshal, competent to render due assistance in case of fire or alarm of fire in and about such place of assembly. It shall be his duty to have all means of fire alarm and extinguishment ready for use at all times during such performance, and no other duties shall be assigned to him for the time the performance is in progress. Inspection shall be made of the seating and other public spaces in all places of public assembly after each performance for presence of lighted cigarettes or other sources of fire.
- Z. The Montgomery County Fire Marshal's Office within whose area a performance is to be staged using movable scenery shall be notified at least ten days in advance of the first performance, and his approval shall be received before the performance is begun.

5-41 ANIMALS ON SCHOOL GROUNDS (MCPS Regulation 285-1)

Dogs are not permitted on school grounds on any day when school is in session except under certain conditions, as stated in Montgomery County Council Ordinance No. 3-112, September 18, 1956, which reads:

"On any day when school is in session, no dog, whether licensed or unlicensed, shall be permitted on any school ground within the suburban district between the following hours: one hour prior to the opening of school and one hour after the closing of school provided that the provisions of this section shall not apply if such dog is on a leash or led by a chain in such a manner as to prevent such dog from biting any person or animal, or if it is securely muzzled so as to prevent such dog from biting any person or animal."

5-42 ANIMAL BITES (MCPS Regulation 525-12)

In case of dog bites, infection with any of a variety of organisms is possible because bites carry germs from the animal's mouth and the victim's skin and clothing into the wound. Tetanus and rabies are particularly serious, and the danger of rabies is greater when the wounds involve the head and neck. Illness may also occur if a sick animal licks openings in the skin.

Rabid dogs, though noted to be hyperactive and vicious, sometimes demonstrate quite affectionate behavior. Rabies may be prevented by immunization of the victim.

Children having wounds caused by dog bites or the bites of any other animals should be handled according to the following procedures:

- A. Using soap and water, thoroughly wash the wound to remove saliva; then rinse it with running water, and apply a sterile dressing.
- B. Contact the parents and advise them to consult promptly with their family physician who will treat the wound and decide whether rabies immunizations and preventive measures against tetanus are necessary.
- C. As soon as possible, report the incident to the Montgomery County Department of Police. Include any known facts about the dog's identity and whereabouts. Every effort should be made to identify and isolate the dog.
- D. Any student bitten by an animal should be immediately referred to the parent for further treatment by the family physician or in a hospital. All bites should be reported to school nurse. Comply with MCPS regulations regarding school accident reporting.
- E. Any animal that bites an individual shall be kept under observation for sign or symptoms of rabies for a period of ten days. If the animal remains healthy during these ten days, the danger of the animal being rabid is over; and no further action is required. However, if the animal becomes ill or dies during the period of observation, the principal of the school involved will be notified and will be responsible for advising the parent to promptly deliver the animal to the laboratory of the Maryland Live Stock Sanitary Service, Calver Road, College Park, Maryland. (454-3632)

5-43 ANIMALS WITHIN THE CLASSROOM

- A. All animals used for experimental purposes must be lawfully procured; and their retention shall be in strict compliance with Federal, State, and local laws and regulations.
- B. The selection of any particular animal should be made with full cognizance of the hazards peculiar to each species. This is extremely important when regarding the possibility of safety and disease transmission.
- C. Selection of animals should be made with regard to available space.
- D. A clean appropriate environment should be maintained. There should be adequate ventilation, light, and reasonable temperature.
- E. Cages should be sufficient in size to allow animals to stand or lie in a normal position.
- F. In general, animals permitted in schools should serve an educational purpose. Children should be discouraged from bringing animals to school which do not fulfill this objective, including their pets such as dogs, cats, guinea pigs, white mice, etc.
- G. The selection of any particular animal should be made with the full understanding of the hazard peculiar to each species. This is most important when regarding the possibility of safety and particularly of disease transmission since many common animals are transmitters of human viral, bacterial, fungal, and parasitical diseases.
- H. Guidelines
 - 1. All animals brought to school should be inoculated for rabies, unless purchased from a reliable scientific company or pet shop.
 - 2. Animals should be handled only when necessary and under strict supervision of the classroom teacher. Gloves should be worn.
 - 3. Anyone handling animals should wash their hands, especially after handling turtles, snakes, fish, frogs, etc.
 - 4. Children shall only be allowed to bring animals to school at the request of the classroom teacher and with the permission of the principal.
 - 5. Animals may not be transported to or from school on a MCPS bus.

I. Dangerous Animals

Animals considered to be dangerous to humans such as undomesticated wild animals, poisonous reptiles, and poisonous insects will not be allowed in MCPS. Any animal suffering from a skin condition or whose behavior suggests illness, such as listlessness, failure to eat, etc., should not be permitted in schools. CAUTION: Turtles have been found to be a common source of human intestinal disease (Salmonella). Wash hands thoroughly after handling turtles.

5-44 HARBORING CHICKS, DUCKLINGS, AND RABBITS

(Sec. 76-1, *Montgomery County Code*, 1965)

- A. It shall be unlawful and an offense in the county for any person to sell, offer for sale, barter or give away baby chickens, ducklings, or other fowl, under three weeks of age, or rabbits under two months of age, as pets, toys, premiums, or novelties or to color, dye, stain or otherwise change the natural color of baby chickens, ducklings or other fowl, or rabbits; provided, however, that this section shall not be construed to prohibit the sale or display of such baby chickens, ducklings or other fowl, or such rabbits, in proper facilities by breeders or stores engaged in the business of selling for purposes of commercial breeding and raising.
- B. Violation of this section shall be deemed a misdemeanor and any person violating any of the provisions of this section shall, upon conviction thereof, be subject to a fine not exceeding the sum of twenty-five dollars. (Ord. No. 4-125, Sec. 1, Feb. 13, 1962.)

The problem which ensues from the raising of baby chicks is due to the fact that many and, at times, even a majority of eggs obtained from acceptable sources are contaminated with salmonella. When these eggs are hatched, the chicks may also be contaminated and they may spread this infection to whoever handles them. While salmonella infections in general are self-limited and not particularly serious, a school child may spread such an infection to an infant at home causing serious illness. It is suggested that teachers not allow children to handle chicks, and in accordance with the law, not give the chicks to children as pets. In addition to the health hazard, one of the reasons for the above regulation is the humanitarian one that most baby chicks and rabbits cannot live through several weeks of being the pet of a small child.

5-45 EMERGENCY CARE AND FIRST AID

When accidental injury or illness occurs in school, the teacher should report it to the principal who is responsible for providing immediate care, notifying the parents or family physician, getting the pupil home, and getting the pupil to a hospital if the parents and family physician are not available. If a nurse is available, she may carry out these responsibilities; but her services for transportation are discouraged except in dire emergencies.

The family should sign an authorization giving the principal permission to call the family physician if neither parent can be reached. If neither the parents nor the family physician can be contacted, the principal should have authorization to transport the child to the nearest hospital emergency room for emergency care. This authorization should be part of or attached to the enrollment card. (Restrictions limiting medical care such as religious belief should be noted on card.)

The principal should designate teachers and persons qualified to perform first aid and should specify the locations in the school where care can be obtained. Specific emergencies are provided for in the booklet, "Home Health Emergencies," published by the Equitable Life Assurance Society, New York, which should be available in a central announced location in each school.

A. Before You Act!

1. Stay calm.

2. Analyze the situation completely and quickly.
3. Decide whether you can give the right kind of help. If you decide you can help the victim, begin at once.
4. If you are confused and unsure of yourself, do not give first aid, but notify the office at once.

B. Animal or Human Bites

1. Wash thoroughly with soap and water.
2. Cover with sterile dressing.

C. Insect, Bee, and Wasp Stings

1. Remove stinger if present.
2. Apply baking soda paste.
3. Check the victim's record for allergy.

D. Nose Bleeding

1. Have the victim sit or stand quietly with head tilted back slightly.
2. Press firmly both sides of nose below bridge with thumb and forefinger.
3. If bleeding persists, secure medical attention.

E. Cuts and Abrasions

1. Rinse briefly under cold water.
2. Cleanse with mild soap and water.
3. Apply sterile pad until bleeding stops.

F. Severe Bleeding

1. Apply sterile pressure bandage, using hand pressure if necessary.
2. Refer to office immediately.

G. Puncture Wounds

1. Puncture-wounds are especially likely to become infected. The most insignificant wound should be cleansed with soap and water without delay.

2. Advise parent to consult physician regarding the need for tetanus immunization.

H. Broken Bones

(First aid for broken bones is aimed essentially at the prevention of further tissue injury.)

1. Place the limb in as natural a position as possible without causing discomfort to the victim.
2. Never move anyone if fracture of back, neck, or skull is suspected.
3. Obtain medical care at once.

I. Chemical Burns

1. Cleanse thoroughly with water to dilute and remove the chemical.
2. Treat as you would a comparable heat burn.

J. Small Heat Burns

1. Hold burned area under cold running water or plunge into ice water until pain subsides.
2. Cover with sterile dressing.
3. If skin is blistered or broken, refer to medical care.

K. Choking (Something caught in throat or windpipe)

1. Encourage victim to cough up the object.
2. Do not probe with fingers.
3. If coughing does not work, lay victim face down across desk or table with head and shoulder hanging and slap him hard between the shoulder blades.
4. If object is not dislodged, call office at once.

L. Convulsions

1. Do not restrain the victim; protect him against injury by removing nearby objects.
2. Try gently to prevent him from biting the tongue by placing an appropriate object between his upper and lower teeth on one side of the mouth. (A folded handkerchief, the edge of a book cover, etc.)
3. When seizure is over, loosen the clothing about the neck and allow victim to lie flat with his head turned to one side; or have him lie on his abdomen.

4. A period of undisturbed rest or sleep may be needed following seizure.
5. Protect the victim from embarrassment.

M. Dislocations

1. Regard as possible fracture.
2. Support joint.
3. Apply ice pack or cold cloths to reduce swelling and refer to office.

N. Electric Shock

1. Break victim's contact with the source of current by turning off current, disconnecting plug, or pulling main switch.
2. Outdoors, use a *dry* pole or branch or a *dry* rope or *dry* clothing to separate victim from wire.
3. Do not touch victim until contact is broken.
4. If victim is not breathing, use mouth-to-mouth breathing procedure.

O. Object in Eyes

1. Do not rub the eye.
2. Have victim close the eyes for several moments to allow tears to wash out foreign body naturally.
3. Pull down the lower eyelid to see whether the foreign body lies on the under surface of the lid; or grasp the lashes of the upper eyelid gently between the thumb and forefinger, have victim look upward, and pull the upper eyelid forward and downward over the lid, thus attempting to dislodge the object.
4. If speck can be seen on either lid, gently touch particle with point of clean moist cloth and wash with cold water.
5. Or, using a medicine dropper, flush eye with plain water to wash out object.
6. If pain persists, or speck is on eye itself, do not attempt to remove it. Refer to medical care.

P. Fainting

1. If a person feels faint, he should sit down and bend forward at the waist, bringing the head down between his knees. Or better yet, he should lie down with feet slightly elevated.
2. Have victim lie flat until recovery is complete, perhaps 10 minutes or more.

3. Elevate feet slightly.
4. A whiff from an ammonia ampule or bottle does no harm and often helps.

Q. Head Injuries

1. Keep patient lying down and quiet.
2. Observe for drowsiness or coma, convulsions, headache, nausea or vomiting, bleeding from the ear or nose, or dizziness.
3. If above symptoms are observed, secure medical care immediately.

R. Poisoning (Speed is essential)

1. Call doctor or Poison Control Center immediately.
2. Keep or get container involved.
3. If victim has difficulty breathing, begin mouth-to-mouth breathing procedures.
4. *Do not* induce vomiting if substance swallowed was kerosene, gasoline, lighter fluid, acids, lye, iodine, ammonia water, paint thinner, furniture polish, or household bleach.
5. If substance swallowed was not among those listed in No. 4 above, and victim is conscious, induce vomiting by placing finger at back of throat or by giving two tablespoons of salt in glass of warm water.
6. If antidote is unknown, give milk.

S. Poison Ivy, Oak, Sumac

1. Wash area with soap and water immediately after contact.
2. Cold compresses sometimes relieve itching.
3. If student is very uncomfortable, you may wish to notify parents and send him home.

T. Splinters

1. Wash hands before giving first aid.
2. Wash area gently with soap and water. Rinse well.
3. Remove only small and superficial splinters, using splinter forceps or tweezers.
4. If deeply imbedded, do not remove. Cover for protection and notify parents.

U. Sprains

1. Elevate the injured joint to a comfortable position.
2. Lay ice bag or cold cloths on injury to reduce swelling.
3. Avoid weight bearing.
4. Refer to medical follow-up.

V. Vomiting

1. Keep victim in upright or forward leaning position.
2. Do not allow victim to lie on back.
3. Apply cold, damp cloth to forehead.
4. Keep victim quiet and still.

5-46 DEFINITION OF FIRST AID

"First aid is defined as the immediate and temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained."

The foregoing definition of first aid suggests that any such treatment should be well within the limits implied in the definition, that the aid should be only that which a layman might be expected to give, and that the aid given will vary with those giving it. The teacher's efforts, so exercised, will contribute generously to the safety and well-being of his pupils. The teachers are further advised to report all cases of emergency first aid care to the principal.

5-47 HEALTH ROOM SUPPLIES

First aid supplies should be maintained in the school in a convenient, readily available location known to all school personnel. If there is no full-time nurse, the principal should designate one person to check supplies periodically for completeness. Pupils should not have access to these supplies except through the teacher or nurse. Supplies for minor first aid for scratches and abrasions should also be maintained in each room, classroom, gymnasium, laboratory, and cafeteria.

See MCPS Regulation 525-11 for recommended health room supplies.

5-48 SCHOOL EMERGENCY CARE PROGRAM

(Recommended Minimum Standards) Every school shall prepare a written, up-to-date procedure for providing emergency care for both students and school staff. These procedures should be developed or revised at the beginning of each school year through the cooperative efforts of the administrator, school staff, and the nurse. The written document should then be discussed with both parents and students.

A. School Responsibilities

Fundamental to any emergency care program is the acceptance by school personnel of responsibility for (1) giving immediate care; (2) notifying the pupil's parents; (3) arranging for the pupil to get home or to a place of treatment; and (4) guiding parents, when necessary, to sources of treatment.

B. Immediate Care

It is desirable that several members of the school staff have certain basic skills and understandings necessary to administer first aid. The principal, the teachers, the secretaries, the maintenance staff, and the bus drivers are all likely to be in a position where they will need to administer first aid. Even though a school has a full-time nurse, the school staff still needs these skills, especially the knowledge of blood stoppage and artificial respiration. In dire emergencies, because of the time factor, the nearest person may be the only one who can save a student's life. As a minimum standard, *at least one person with special preparation in giving first aid should be available in each school at all times when pupils are in the school or on the school grounds.* This person may be a principal, teacher, secretary, or other person with appropriate preparation. In the larger schools, it is desirable to have a qualified person in each corridor designated to give first aid in emergency situations.

In matters of life or death, immediate first aid should be given while concurrently contacting the nearest physician and/or rescue squad and then immediately calling parents. Consequently, in preparing emergency care procedures, it is suggested that the school contact nearby physicians to determine their willingness to accept students needing emergency treatment.

First aid supplies should be maintained in the schools in a convenient, readily available location known to all school personnel such as shops, home arts rooms, laboratories, gymnasiums, cafeteria kitchens, etc.

C. Notification of Parents

Parents should be advised of a pupil's illness or injury if the condition is serious. However, care should be taken to avoid undue apprehension and excitement. The parent should be assured that the pupil is receiving immediate first aid and will be looked after until the parent reaches the school.

D. Getting the Pupil Home or To a Place of Treatment

When a pupil becomes ill or injured at school, it may be necessary for him to be taken home, to a doctor, or to a hospital. This responsibility should ordinarily be assumed by a parent. In Montgomery County, schools are fortunate in having the rescue squad to assist with transportation problems in emergency situations.

No seriously sick or injured pupil should be allowed to go home *without being accompanied by a responsible adult.* Moreover, a pupil should not be left at his home unless there is some responsible person to take care of him — a parent, close relative, or neighbor designated by the parent. Placing this responsibility on another pupil is neither safe nor fair.

E. Guiding Parents to Sources for Emergency Service

On occasion some parents will need guidance as to sources for emergency service. If the family has a private physician, he should be consulted first.

F. Emergency Information on Students

It is very important that the emergency care information be up-to-date on each child early in the school year. One copy should be kept in the school's main office and one in the health room. The emergency data needed is as follows:

1. Name, address, and telephone number of each parent or guardian, including places of work.
2. Name, address, and telephone number of the family physician, family dentists, and preferred hospital.
3. Name, address, and telephone number of a relative or neighbor (obtain two names) who have agreed to care for a pupil if a parent cannot be reached.
4. Pertinent health information which might necessitate immediate or emergency care, i.e., epilepsy, diabetes, and bee sting reactions, including treatment needed for listed illness.

5-49 REPORTING STUDENT ACCIDENTS (MCPS Regulation 525-3, 10/24/66)

(The executive staff approved this regulation on October 17, 1966.)

A. Reporting Serious Accidents to the Superintendent of Schools

1. Any accident resulting in the death or critical injury (any injury that might possibly result in the death, loss of limb, permanent impairment, etc.) of a pupil shall be reported immediately by telephone to the superintendent of schools. The principal shall, in addition, provide a detailed description report of the accident at the earliest possible time to the superintendent of schools and, in case of critical injury, such subsequent reports as will enable the superintendent to be aware of all related, pertinent facts.
2. In addition, all accident reports will be processed as indicated below.

B. Reporting Accidents to the Division of Insurance and Retirement

Any school personnel witnessing, or receiving the first report of, any accident occurring on the school grounds, coming to or going from school, or at athletic events should complete Student Accident Report Form (MCPS Regulation 525-2). The form should be submitted to the principal or person designated by the principal to receive it, signed, and forwarded to the Division of Insurance and Retirement *within one week*. A duplicate copy of the report should be kept in the principal's office, in the health room, or in such a file as the principal may direct. A periodic review of accidents is recommended for purposes of administrative planning for prevention.

C. Examples of Reportable Accidents to the Division of Insurance and Retirement

Examples of reportable accidents are: all injuries to the head, eye, neck, or spine; any bone or joint injury that results in swelling; any puncture wound, or laceration that looks as though it may require sutures; ingestion of any drug, chemical or foreign materials; and other such accidents.

D. Content of Report

Each accident report should cover (a) the *persons involved*, (b) the *cause of accident*, (c) the *time of accident*, and (d) the *place of accident*.

1. The report should give the names of all persons involved in the accident, such as those who may have pushed, struck, or fallen against the victim. The name of any school person present and responsible for supervision should also be given.
2. The report should state how the accident occurred and how it might have been avoided and should describe any objects that were struck by the person having the accident.
3. The report should give the time of the accident as nearly as it can be determined.
4. The report should include a description of the exact place of the accident and any defect or hazard that might have been a contributing factor.

5-50 SCHOLASTIC ACCIDENT AND FOOTBALL INSURANCE PROGRAM

A. Student Accident Insurance

The Board of Education has authorized a master policy with an insurance carrier for accident coverage of students on the basis of a low-cost group plan. This group plan is offered as a public service, and membership is optional with the student and his parents. The policy is also made available to teachers, secretaries, cafeteria workers, bus drivers, and maintenance and custodial employees. At the beginning of the school year, enrollment materials are distributed to all schools. This material contains a suggested procedure for enrollment.

B. Claim Procedure for Student Accident Insurance

In the event of a claim, the school official should check his copy of the list of insureds to be sure that the student concerned is covered. The school official fills in Part I of the claim, provided notice of injury is given to the school within 20 days of the accident. The parent will be responsible for taking the form to the doctor and hospital. The form must be completed in full and returned by the parent within 90 days, accompanied by all bills to that date, to the Division of Insurance and Retirement, Department of Financial Services, Montgomery County Public Schools. Additional bills beyond 90 days of injury should be sent in to the division with a letter giving the student's name, school, and date of accident. A second claim form is not necessary.

C. Football Insurance

The Football Accident Policy provides protection against accidental injury to team members. The policy is subject to the provisions, conditions, and procedures described in the Student Accident Insurance Program.

5-51 RESPONSIBILITY FOR SPECIAL EVENTS

The school administrator of each Montgomery County Public School shall be responsible for all safety regulations related to special events and for insuring that a safe environment is provided.

5-52 FIRE REGULATIONS

All special events shall be held in strict compliance with the Montgomery County Fire Code. Contact the fire marshal's office ten days prior to event to secure permission to hold any special event.

5-53 ELECTRICAL DEVICES AND EQUIPMENT

All electrical devices and equipment used on school property shall bear the label of Underwriters Laboratory, Inc., or shall be approved by other nationally recognized testing laboratory.

5-54 BOOTHS AND STANDS

- A. All booths, stands, and platforms used for dispensing or display shall be substantially constructed.
- B. Booths and stands shall not obstruct any exit or passage way nor block any door.

5-55 PAPER DRIVES AND STORAGE

Paper from drives shall not be stored within ten feet of buildings, in ways of egress, or on public property (sidewalks, etc.). Other fire regulations of the county Division of Fire Prevention shall be complied with.

5-56 USE OF PROPANE OR BUTANE

The fire marshal's office shall be notified not less than three days in advance of the proposed installation of any liquified petroleum gas facilities within the county; in any store, factory, school, church, fair, carnival, or other place of indoor or outdoor public or private assembly by any person making such installation.

5-57 INFLATING OF BALLOONS

No person shall inflate any toy balloon or other similar rubber toy device with any poisonous explosive or flammable gas or sell such balloon or device so inflated.

5-58 BONFIRES

The school administration shall contact the office of the fire marshal in writing ten days prior to the igniting of bonfires on school property. This request should include the name of school, address, time, and date of proposed burning. The administration shall use discretion in the frequency and size of bonfires.

5-59 TENTS

Regulations for the construction and use of tents is comprehensive and strict. Any use of tents on school property must be cleared with the fire marshal ten days prior to their use.

A. Removal of Fire Hazards

Dry grass, weeds, or brush shall be removed from any space within ten feet of any tent in which the public may assemble and no hay, straw, woodshavings, dried grass, or other combustible materials shall be used as floor covering except that dampened sawdust may be used.

B. Smoking

Smoking shall not be permitted within any tented enclosure to which the public is admitted. Smoking may be prohibited by the fire marshal in surrounding areas.

C. Fire-proofing

Cotton or other combustible cloth of any tent covering to which the public is admitted shall be flame-proofed to the satisfaction of the fire marshal.

5-60 FIREARMS

Any use of firearms, fireworks, flammables, or explosives of any kind is prohibited without the written permission of the county fire marshal, appropriate assistant superintendent, and supervisor of safety. Exceptions follow:

A. Any approved rifle range activities supervised by authorized school personnel.

B. Manual or electrically operated detonators used by authorized driver education and police personnel.

C. Approved firearms in which blanks are used by authorized personnel for athletic events or practice sessions.

5-61 FIREWORKS

"The term 'fireworks' as used in this subtitle shall mean firecrackers, squibs, rockets, bombs, Roman Candles, torpedoes, sparklers, grenades, fire balloons, signal lights, and any combustible or explosive combination of substances, or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.

The manufacturer of fireworks or possession thereof for the purpose of discharge, disposal or sale, or discharge of fireworks, including firecrackers, squibs, rockets, sparklers, Roman Candles, torpedoes, bombs, grenades, fire balloons, signal lights, and similar devices are prohibited unless such activities are conducted under a permit issued by the state fire marshal."

Section 86.74 (G) of the Montgomery County, Maryland, Fire Prevention Code, Paragraph (h)

5-62 AMATEUR ROCKET EXPERIMENTATION (Article 48-A, Section 101 of the Annotated Code of Maryland)

A. National Safety Council

"Rockets are potentially highly hazardous devices employing extremely energetic propellants. Their safe use requires expert knowledge and experience, beyond the skill of persons not specifically trained and qualified in this specialty."

B. Procedure

In the interest of student safety, amateur experimentation with rockets is prohibited in the Montgomery County Public Schools. Administrators and teachers shall assist in the education of students regarding the dangers of rocket experimentation by doing the following:

1. Science teachers shall be aware of the regulations governing rocket experimentation.
2. Industrial arts teachers shall closely supervise all projects being made in school shops so as to be sure parts of rockets are not being constructed on school premises.
3. Elementary teachers should take cognizance of the rules concerning rocket experimentation and forbid the firing of said rockets as part of class activities or on school premises.

5-63 PARADES AND FLOATS

A. Crepe Paper

Only flame-proof crepe paper may be used for decorative purposes.

B. Tar Paper

The use of tar paper for decorations is prohibited.

C. Smoking

See MCPS Regulation 540-I.

5-64 SMOKE DEVICES

The county fire marshal's office must be notified so that a proper inspection may be made prior to public display. School administrators and activity sponsors should allow sufficient time in the event that changes in design of equipment are necessary. Notification may be made by notifying the fire marshal's office in writing ten days prior to event. (Phone 279-1471)

5-65 SCHOOL OBSERVANCE OF DESIGNATED SAFETY DAYS

A. Fire Prevention Week

The observance of Fire Prevention Week affords an opportunity of devoting additional time in the classroom and in assembly programs to further discuss fire hazards in school and community.

The Montgomery County Council in Executive Session issued the following proclamation:

WHEREAS, Fire claimed the lives of 12 people in Montgomery County in 1966 and caused more than 3 million dollars in property damage, and

WHEREAS, Many of these fires could have been prevented through effective community fire prevention programs so that citizens are made aware of the hazardous conditions that exist because of carelessness, and

WHEREAS, A concerted effort is needed as part of the constant educational campaign to save life and property by preventing destructive fires; now therefore be it

Resolved, That the County Council for Montgomery County, Maryland, does hereby proclaim October 8 through 14 as Fire Prevention Week and urges each citizen to take an active part in eliminating all possible causes of fire in his home and business. The County Council also asks all county government agencies, commercial organizations, civic groups, schools, churches, and other organizations to cooperate fully in the drive to prevent fire in Montgomery County.

B. Junior Fire Marshal Program

Each school year, the Montgomery County Division of Fire Prevention conducts a fire prevention education program within the schools. This year, 431 third grades in 152 schools have been visited by staff members of the division. (1969)

The purpose of this program is to stimulate fire prevention thinking among the younger students. A valuable secondary benefit from this program occurs when students take the fire prevention lessons learned in school to their parents at home.

Special emphasis is placed on the Junior Fire Marshal program during Fire Prevention Week in October, during the Christmas season, and during the early spring season when spring clean-up is emphasized. Many third graders have discovered a surprising number of fire hazards in their own homes, using a check list provided in the fire prevention literature.

The literature, along with helmets and recognition badges, are provided by the Hartford Insurance Group, which sponsors the Junior Fire Marshal program.

C. Poison Prevention Week

Each year, an estimated half-million children swallow medicines and household products which have the potential to cause serious injury, even death. The President has designated the third week in March annually as National Poison Prevention Week. The United States Congress

intended this observance as a means for local communities to emphasize the dangers of accidental poisonings and take such preventive measures as these dangers warrant. Poison Prevention Week offers an excellent opportunity for the classroom teacher to emphasize the importance of poison prevention.

5-66 BLASTING CAPS

Every year, millions of blasting caps are used in the United States for construction, mining, and quarrying. They're essential to these industries.

Blasting caps are high explosives used to set off other explosives. This means they're dangerous. That's why, in industry, they are used only by trained experts.

The greatest care is exercised to keep blasting caps locked up when not in use. Occasionally, caps are mislaid or stolen. In inexperienced hands, they can injure, maim, and even kill.

Children shall be instructed regarding hazards of blasting caps. They should be reminded never to touch blasting caps and immediately to notify their parents, police, fire department, or teacher who will arrange for disposal.

5-67 SEASONAL SAFETY

A. Halloween Safety

This period with its costuming and "trick or treat" practice may cause children to be especially vulnerable to injury. Emphasis on instruction should be on safety in costuming, walking in the dark, and consideration for the rights and properties of others. The following topics could be discussed to advantage on the days immediately proceeding Halloween:

1. Have parents' permission before going "trick or treat."
2. Wear costumes that fit, allow for clear vision, and are fire proof.
3. Carry a flashlight.
4. Dress warmly.
5. Respect property.
6. Do not rush haphazardly on the streets or sidewalks.
7. Obey all traffic rules.
8. Watch for turning cars.
9. Do not accept invitations from strangers.
10. Stay in your immediate neighborhood.

11. Do not attend unsupervised parties.

B. Christmas

See MCPS Regulation 245-2 and letter on the next page.



Department of General Services
Division of Fire Prevention

MONTGOMERY COUNTY, MARYLAND

COUNTY OFFICE BUILDING, ROCKVILLE, MARYLAND 20850 • 301 279-1471

Dear Principal:

The Christmas Holiday Season is again very near. In order to insure a happy and fire-safe season, please remember the following fire safety regulations outlined in MCPS 245-2, dated October 31, 1966.

USE OF CHRISTMAS TREES

- a. Christmas trees will be permitted in schools only during the last week of school before the Christmas vacation.
- b. Christmas trees must not exceed a height of seven feet.
- c. Christmas trees must be green and kept in water.
- d. Christmas tree lights must bear the label of the Underwriters' Laboratories (UL). Each set of Christmas tree lights must also be inspected for frayed wires, loose connections, or broken sockets before use.
- e. All extension cords supplying Christmas tree lights must be limited to eight feet.
- f. The use of combustible Christmas tree decorations is prohibited.

In view of the potential fire hazard associated with a natural tree and the increase in vandalism in some schools, I would strongly urge that you consider purchasing a fire resistant artificial tree. Many of the headaches associated with a natural tree are avoided with the artificial tree, it is safer, and, of course, can be used for many years.

Please also make certain that trees are kept away from heat sources, and in no way interfere with exitways. The trees must be removed from the building before the Christmas vacation.

Thanks for your help. Best wishes for a Merry Fire-Safe Christmas and New Year.

Sincerely,

Robert B. Smith
Fire Marshal

RBS/rh

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CHAPTER VI

BUILDINGS AND GROUNDS

6-1 ADMINISTRATIVE RESPONSIBILITY

The school principal and administrative staff are responsible for reporting all known hazards within the school or on school grounds.

6-2 CAPACITY CERTIFICATE COMPUTATION

State Fire Code Regulation No. 27 states that in order to simplify the computing of capacities of gymnasiums, all-purpose rooms, cafeterias, etc., the following formulas shall be used:

A. Bleachers

Provide three foot aisles so that no more than seventeen seats (25½ feet) are allowed on each side of aisle. If bleachers are not more than 54 feet long, one aisle is sufficient. Subtract aisle width from total length of bleachers and take 2/3 of this figure. Multiply by number of rows.

B. Chairs

Divide total clear floor area by 8.

C. Bleachers and Chairs

With bleachers open, divide total clear floor area by 8 and add bleacher capacity.

D. Dance

Divide total clear floor area by 6.

E. Tables and Chairs

Divide total area occupied by tables and chairs by 10.

F. Exit Doors and Stairs

Doors — 100 persons per 22 inches unit.

Stairs — 60 persons per 22 inches unit.

One-half unit credit for 12 inches in addition to full units.

(Consult School Fire Inspector)

6-3 BLEACHER SEATS FOR ATHLETIC FIELDS

"That it be the policy of the Board of Education that the construction of bleacher seats on athletic fields at high schools of Montgomery County be approved at no cost to the Board provided that the plans and specifications are approved by the superintendent and the project is supervised by the director of construction for the Board of Education." (Board Regulation 511B-58, October 14, 1958)

6-4 CAPACITY CERTIFICATES FOR PUBLIC OR PRIVATE ASSEMBLY

Montgomery County Fire Code — Section 86-11 states that in every place of public or private assembly, there shall be a certificate permanently posted in a conspicuous place in the room near the entrance.

Such certificate shall be furnished and signed by the fire marshal, or his authorized representative, and such certificate shall read as follows: Not more than _____ persons permitted in _____.

Fire Marshal Montgomery County

6-5 EXITS AND MEANS OF EGRESS IN BUILDINGS GENERALLY

A. Maintenance

All exits, aisles, and other means of egress in all buildings shall be kept clear of all obstructions and be properly maintained. Locks and fastenings on exit doors shall be readily opened from the inner side without the use of keys. Draw bolts, hooks, and similar devices shall be prohibited. It shall be the duty of any person in charge of every place of assembly to make an inspection of all means of egress before each performance, address, exhibition, or other matter of proceedings to make certain they are clear. Such clear egress shall be maintained continuously during the time of performance or hours of operation.

B. Audiences to be Informed of Exits

It shall be the duty of the person in charge of every place of public or private assembly, except places of worship, to call the attention of those present at a performance, address, exhibition, or other matter of proceedings, to the exits by displaying or announcing the following:

NOTICE

For your own safety. LOOK for your nearest EXIT. In case of emergency WALK do not RUN to the exit. This notice is required by law.

The above requirements shall be considered complied with by:

1. Showing said notice on the screen once for each performance in motion picture theatres.
2. For other places of public or private assembly by:
 - a) Oral announcement at the beginning of the performance or other proceeding.
 - b) Printing the above notice in the programs.
 - c) Having a fixed sign or signs displaying the above notice printed in letters of a size and clearness that can be easily read from any point in the assembly room.

6-6 MARKING OF EXIT WAYS

Montgomery County Fire Prevention Code Section 86-87

- A. In rooms accommodating more than 75 persons, required exit doorways shall be plainly marked by approved red exit signs, sufficiently illuminated when the floor area is occupied so that they can be readily distinguished.
- B. Where the exit doorways are not visible from all locations in public corridors, red directional signs shall be placed on walls or otherwise displayed in conspicuous locations to direct occupants to exit doorways.

6-7 LIGHTING OF EXIT WAYS

Montgomery County Fire Prevention Code Section 86-88

- A. Exit passageways, corridors, stairways, and other required means of egress in places of public and private assembly buildings shall be illuminated at all times when an audience or other attendance is present in the building.
- B. Exit passageways, corridors, stairways, and other required means of egress, when natural light is inadequate, shall be kept illuminated at all times.

6-8 STAIRWAY DOORS TO BE KEPT CLOSED

Montgomery County Fire Prevention Code 86-89

It shall be unlawful to block open any stairway enclosure door which leads to or from a floor of the building or any fire door which by law is required to be self-closing.

6-9 NOTIFICATION OF FIRE DEPARTMENT

Montgomery County Fire Prevention Code 86-93

- A. Whenever a fire occurs in any building of any kind, except a private dwelling, it shall be the duty of the owner, manager, or person in control of such buildings, upon discovery of a fire, even though it has apparently been extinguished, immediately to cause notice of the existence of such fire, circumstances of same, and the location thereof to be given to the local fire department. This requirement shall not be construed to forbid the owner, manager, or person in control of the aforementioned building from using all diligence necessary to extinguish such fire prior to the arrival of the fire department.
- B. Whenever a fire occurs in a public building, the building must be immediately evacuated and not reoccupied without the permission of the Officer in Charge of the local fire department.

6-10 MAINTENANCE AND OPERATION OF BUILDINGS

Montgomery County Fire Prevention Code Section 86-91

Combustible materials shall not be used for decorations, scenery, drapery, acoustic, or any similar purpose in any dance hall, auditorium, nightclub, institution, or any other place of public or private assembly unless such materials have been adequately flameproofed and approved as such by the fire marshal.

Combustible materials of any kind, whether flameproofed or not, shall not be used to decorate any electric light or fixture or any heat-producing device in any building.

6-11 STORAGE OF TRASH OUTSIDE OF BUILDINGS

Montgomery County Fire Prevention Code Section 86-81

It is the duty of the occupant of property to provide the following facilities for the storage of trash outside of the building so used except in case of a multifamily use in which case it shall be the duty of the owner to provide these facilities:

- A. Self-closing containers sufficient in size or number to store all trash which is accumulated in the respective buildings until final disposal is provided for.
- B. The containers shall be of metal or masonry construction or of wood construction lined by metal or brick.
- C. The containers shall not obstruct any entrance or exit.
- D. Trash shall not be stored anywhere except in containers as provided by this section.

6-12 BURNING OF TRASH

Montgomery County Fire Prevention Code Section 86-82

Garbage, dead animals, animal waste, rubbish, refuse, or other waste which is not easily combustible shall not be burned.

6-13 SAFE OFFICE PRACTICES

See Hazards of Office Equipment, Section 4-11.

6-14 FIREPROOF FILE

MCPS Regulation 230-13 (Bd. Res. 272-62, May 14, 1962)

"Elementary Schools should be provided with fireproof file cabinets in lieu of steel safe with combination lock."

6-15 FLAMMABLE LIQUIDS

Requirements for Storage of Flammable Liquids in Buildings — Montgomery County Fire Prevention Code Section 86-61

Storage shall be limited to that required for maintenance, demonstration, treatment, and laboratory work. Flammable liquids in the laboratories and at other points of use shall be in containers not larger than one quart or in safety cans or in storage cabinets.

6-16 CLEANING FLUIDS AND OTHER FLAMMABLE LIQUIDS

- A. Under no circumstances shall carbon tetrachloride be used as a cleaning material or thinner for other materials.
- B. Storage of flammable liquid within a building, but outside of an approved storage vault or cabinet, shall not exceed ten gallons per building.
- C. Principals shall assume responsibility for limiting total quantity and individual department heads are responsible for adhering to the limitations set forth for each department. Departmental quantities are subject to variation within a particular school, providing the total quantity does not exceed the 10 gallon limitation.
- D. Flammable liquids shall be in approved containers with screwcaps, not exceeding one gallon capacity.
- E. Any open flame or other sources of ignition shall be prohibited within 25 feet of any flammable or combustible liquids storage area or any location where such liquids are dispersed.
- F. Whenever flammable liquids or combustible liquids are transferred from the original container to another container, the latter shall be plainly marked as to the contents and the manufacturer's precautions.
- G. Spray finishing applications employing flammable liquids through ejection by pressure in or on any school premises shall be carried on only within approved spray booths, spray rooms or spray tunnels, or at other locations specifically approved by the fire department.
- H. Water reactive materials when not in use shall be kept in sealed containers.

6-17 STORING COMBUSTIBLE LIQUIDS

- A. Combustible liquids, (liquids with a flash point above 140° F. and below 200° F., such as Formaldehyde, Turpentine, etc.) and flammable liquids, (liquids having a flash point below 140° F., such as Alcohol, Chloroform, Aceton, Toluol, Ether, Collodian, Gasoline, etc.) shall be stored in containers not larger than one quart, or in approved safety cans.
- B. The warehouse has in stock approved two- and five-gallon safety cans for storing these liquids.

6-18 POLICY ON SMOKING – MCPS Regulation 540-1, November 23, 1970

Resolved, That the Montgomery County Public Schools' Regulation 540-1 be rescinded; and be it further

Resolved, That smoking areas on school grounds be established in each senior and junior-senior high school; and be it further

Resolved, That a Montgomery County Public Schools' regulation be adopted as follows:

1. No smoking will be allowed within the school building;
2. Local school factors such as grade organization, class schedules, physical layout of the school plant and grounds, and neighborhood setting, will be considered;
3. School regulations regarding the use of student smoking areas will be carefully delineated, and broad communication of these regulations will be provided by the school administration and the student government;
4. Students must share the responsibility for the proper use and upkeep of the student smoking areas;
5. Penalties for infractions of student smoking regulations must be forceful and must be conscientiously and consistently administered;
6. A forceful, meaningful program of education highlighting the hazardous effects of smoking must continue and be strengthened with the senior high school students accepting a share in this educational responsibility and recognizing their influence upon younger students;
- *7. The Board of Education considers the school year 1969-70 to be a trial period during which time many factors will be evaluated including the impact of the smoking areas on the incidence of student smoking, school discipline, vandalism, and the degree to which students, school staff and parents respond to the above guidelines.

On June 29, 1970, the Board of Education made the following amendment to the MCPS regulation regarding smoking as set forth in the Board resolution adopted on April 21, 1969:

"Students desiring to use smoking areas will secure written authorization from a parent in a form provided by the school; unannounced spot checks of smoking areas will be made at least monthly, and parents will be sent a routine notice of unauthorized smoking area use."

The purpose of this amendment is to keep parents informed regarding this critical health matter. The use of smoking areas without parental authorization will not be a basis for any school disciplinary action.

*On June 29, 1970, the Board of Education directed that the smoking policy be evaluated on a yearly basis.

6-19 SMOKING PROHIBITED UNDER CERTAIN CONDITIONS

Montgomery County Fire Prevention Code Section 86-95

A. Fire Marshal to Designate Areas Where Smoking Shall be Prohibited.

Where conditions are such as to make smoking a hazard in any areas of piers, wharves, warehouses, stores, industrial plants, institutions, places of assembly, and in open spaces where combustible materials are stored or handled, the Fire Marshal is empowered and authorized to order the owner or occupant in writing to post "No Smoking" signs in each building, structure, room, or place in which smoking shall be prohibited. The Fire Marshal shall designate specific safe locations, if necessary, in any building, structure, or place in which smoking may be permitted.

B. "No Smoking" signs of approved size lettering and location required shall read "By order of the Montgomery County Council."

C. Smoking and Removal of "No Smoking" Signs Prohibited.

It shall be unlawful for any person to remove any "No Smoking" sign or to smoke in any place where such signs are posted.

6-20 FUMIGATION AND THERMAL INSECTICIDAL FOGGING

Montgomery County Fire Prevention Code - Section 86-71

A. Definitions

1. "Fumigant" shall mean and include any substance which by itself or in combination with any other substance emits or liberates a gas, fume, or vapor used for the destruction or control of insects, fungi, vermin, germs, rodents, or other pests and shall be distinguished from insecticides and disinfectants which are essentially effective in the solid or liquid phases.
2. "Thermal insecticidal fogging" shall mean the use of insecticidal liquids which are passed through thermal fog-generating units where they are by means of heat, pressure, and turbulence transformed and discharged in the form of a fog or mist that is blown into an area to be treated.

B. Licenses

An annual license shall be obtained from the fire marshal by all persons engaged in the business of fumigation or thermal insecticidal fogging and/or operating a fumigation room, vault, or chamber using a toxic or flammable fumigant.

C. Sources of Ignition

All fires, open flames, and similar sources of ignition shall be eliminated from the space under fumigation or thermal insecticidal fogging. Heating, if needed, shall be by steam or hot water.

D. Notification of Fumigation

The fire marshal shall be notified in writing at least 24 hours before any building or structure is to be closed in connection with the use of any toxic or flammable fumigant.

E. Watchman Required During Fumigation

During the period fumigation is in process, except when fumigation is conducted in a gas-tight vault or tank, a capable, alert watchman or watchmen shall remain on duty at the entrance or entrances to the building, or enclosed space fumigated, until after the fumigation is completed and until the premises are properly ventilated and again safe for human occupancy. Sufficient watchmen shall be provided to prevent any person from entering the building, or enclosed space under fumigation without being observed.

F. Thermal Insecticidal Fogging Liquids

No thermal insecticidal fogging liquid shall be used that has a flash point below 100° F.

6-21 DECORATIONS

Flammable decorations, costumes, curtains, and drapes are not to be used, stored, or exhibited on school premises.

The use of flammable decorations in any auditorium or other building or grounds where students congregate is prohibited.

All decorations, curtains, scenery, stage sets, etc. shall be flame retardent to the satisfaction of the fire marshal.

6-22 FLAMEPROOFING – MCPS Regulation 245-2, October 31, 1966

Canvas or other materials should not be used as floor protection, nor should material be used in decorating until it has been flameproofed. This restriction should not apply to stage curtains or audio-visual curtains which are the responsibility of the Division of Maintenance.

Directions for Flameproofing

A. Launder and dry the fabric, using any conventional method.

B. Saturate with a solution of 4 oz. boric acid, 9 oz. borax, 1 oz. liquid detergent (wetting agent) to each gallon of water. The material must then be permitted to drip dry.

- C. Iron or stretch material if desired.
- D. Note the date of completion of flameproofing, material used, and person responsible and forward information to the Division of Maintenance for filing. Notice will be sent when the material needs to be flameproofed again.

6-23 USE OF FLAMMABLE DECORATIONS

Flammable decorations, such as corn shucks, streamers, or leaves, are prohibited for use in public buildings by the Fire Prevention Code of Montgomery County.

6-24 USE OF CHRISTMAS TREES

- A. Christmas trees will be permitted in schools only during the last week of school before the Christmas vacation.
- B. Christmas trees should not exceed a height of seven feet.
- C. Christmas trees should be green and kept in water.
- D. Christmas tree lights must bear the label of the Underwriter's Laboratories. Each set of Christmas tree lights must also be inspected for frayed wires, loose connections, or broken sockets before use.
- E. All extension cords supplying Christmas tree lights must be limited to eight feet. (Cords plugged into a corner are difficult to get to in case of fire.)
- F. Keep trees away from heat sources and in no way interfere with exits, REMOVE before the vacation period begins.

6-25 ELECTRICAL EXTENSIONS AND INSTALLATIONS

Building servicemen are prohibited from making extensions to any electrical system. They are to contact the Division of Maintenance if any extensions are necessary. All special electrical installations, such as coffee-making facilities, must be approved by the Division of Maintenance.

6-26 INSTALLATION OF PORTABLE CHAIRS

The following standards have been established by the Fire Prevention Code for the installation of portable chairs in places of public assembly in Montgomery County.

- A. If more than 300 portable chairs are used, they must be clamped together in groups of not more than 4.
- B. All chairs must be so arranged that there are not more than 15 chairs in any one row between aisles.

- C. A clear distance of four feet must be obtained between the backs of chairs in each row.
- D. A minimum of three-foot aisles must be obtained between exterior walls and interior aiseways.
- E. The capacity certificates posted in places of assembly are based upon the installation of portable chairs as outlined above and should be observed.

6-27 TRASH CONTAINERS

The Montgomery County fire marshal has cautioned against additional purchases of plastic trash containers. Therefore, when the existing supply of such containers in the warehouse is exhausted, metal containers will be stocked. Meantime, principals and office managers should ensure that:

- A. No plastic trash containers are purchased locally.
- B. Procedures are made firm whereby all trash containers are emptied at the close of each working day.

6-28 ADMINISTRATIVE RESPONSIBILITIES OF MAINTENANCE DIVISION

- A. Responsibility of the Director of Maintenance

The director of the Division of Maintenance is responsible for providing an adequate level of support to each building services manager in the care of and maintenance of grounds. There are times during the year when increased staff effort must be devoted to the condition of grounds as a result of seasonal conditions. These unusual requirements may occur during the winter season when there may be unusual accumulations of snow requiring removal from walkways and vehicular areas and also during the summer season when the growth of grass requires the utilization of more manpower and equipment. The appropriate supervisor in the Division of Maintenance shall coordinate his efforts with those of the building services manager and field supervisor in the Division of Operations to insure that staff available in the Division of Maintenance is utilized to support these unusual requirements. The director of the Division of Maintenance is responsible for the care and maintenance of all future school sites until the building services manager is appointed upon completion of a school on the site.

- B. Care of Grounds

The building services manager is responsible, under the general direction of the principal, for the care and maintenance of grounds. Each building services manager, in cooperation with the principal, shall develop an adequate written plan for the routine care and maintenance of the grounds. This will reflect local capabilities with regard to staff and equipment and will be sufficiently comprehensive to cover all requirements related to the site. Further, this plan shall indicate the services required of the Division of Maintenance on either a regular or an infrequent basis. This plan shall be developed in close cooperation with the appropriate field supervisor in the Division of Maintenance. The director of the Division of Operations shall insure that a written plan for each school is available in the general office of each school and that file copies are maintained by his division and the Division of Maintenance.

C. Visits of Maintenance Crew to Schools

To facilitate servicing of equipment, all audio-visual screens, movie projectors, slide projectors, tape recorders, and such equipment in need of repair will be placed in the maintenance center and properly tagged so that time will not be lost in obtaining the audio-visual teacher and then directing the maintenance men to another room to obtain the equipment. Maintenance men can then go directly to the maintenance center, sign in, check their clipboard or the file folder, perform the work, and sign out with no delay.

D. Requests for Maintenance Work

Requests for maintenance work should be made in writing to the director of the Division of Maintenance except in case of emergency, when requests may be made by telephone. Requests for routine work should be held at the school until the regular maintenance man makes his periodic check of the building. Requests for new work must be made in writing to the Department of School Facilities.

E. Electronic Maintenance Work

Under no circumstances should any person except electronic technicians from the Division of Maintenance attempt to adjust or repair electronic equipment. No equipment should be brought into the Division of Maintenance; all pickup and delivery will be controlled by the division. Work orders or receipt forms will accompany equipment being returned to the school after repair and will be signed for by the principal or school secretary.

F. Alteration of Electrical Panels

No person, whether connected with the MCPS or with an outside organization, shall be permitted to make or change any electrical connection without first consulting the Division of Maintenance.

G. Responsibilities of Building Services Personnel

In order to clarify responsibilities and position expectations of principals and building services personnel, pertinent information and rules are explained below:

1. Be prompt. The person should arrive at least one-half hour before scheduled use.
2. Check the boilers upon arrival (during the heating season).
3. Unlock the necessary door or doors. Turn on lights as needed.
4. Be present *at all times* in the area being used in order to insure that the group limits its activities to the area applied for.
5. Protect Board property, the building, and its contents. Remind individuals not to smoke in posted areas. Insist that authorized representative work with you. Explain that a report of smoking violations must be made to the principal which could result in denial of use of facilities in the future.

6. After all participants have left the building.
 - a) Lock all doors and close and lock all windows.
 - b) See that all cigarette butts are extinguished.
 - c) Clean area if it is to be used the next morning.
 - d) Turn off all lights in the area used.
 - e) Check the boiler room.
 - f) Check all exterior doors to see that they are locked.
 - g) LEAVE AFTER CALLING BOARD OF EDUCATION MASTER ALERTING SYSTEM "BOEMAS."

6-29 SPECIFIC DUTIES OF BUILDING SERVICES PERSONNEL

The building services manager must know where the main electric, gas, and water cut-offs are located in the building. He must locate all fuse panels and learn where the circuits lead and size fuses they carry. It is important never to overload a circuit. If there is doubt, the Division of Maintenance will have an electrician check the circuit.

A. Heating

There must be a certified boiler operator (building serviceman) on duty at all times when the building is used and the boiler is in operation. The building services manager must arrive at his school early enough to check his heating plant and see that the building is properly heated before classes begin.

B. Maintenance of Grounds

The building services manager should clean or have one or more of his staff clean snow, mud, or dirt off steps and sidewalks each morning before school opens.

C. Lights and Water

All exit lights and any other emergency lights should be turned out when the school building is unoccupied except by members of the building services staff. This rule will apply to both exterior and interior lights.

D. Heating

(1) Clean boilers; (2) clean oil burners; (3) oil all oil burner motors; (4) keep unit heater filters clean; (5) keep boiler room clean; (6) blow down boiler daily; (7) learn all parts of heating plant; (8) learn what the accessories are and what they do. (The building serviceman should be asked these questions at times.)

E. Miscellaneous Jobs

(1) Oil door hinges and panic bars; (2) adjust door checks; (3) adjust classroom desks; (4) keep bolts and screws tight on classroom desks; (5) replace worn silencers on classroom desks; (6) keep all janitor equipment clean and oiled; (7) provide hangers for brooms and mops; (8) set up and take down chairs when ordered by the principal; (9) replace window glass; (10) report maintenance time on proper forms as provided and send monthly to the director of the Division of Operations.

F. Piano Moving

Pianos are not to be moved from one level to another except by skilled movers provided by the Division of Supply Management.

The use of students for moving pianos is prohibited.

6-30 BUILDING SECURITY (MCPS Regulation 230-2)

The following rules have been adopted to improve security in the Washington and Lincoln Centers (in the latter insofar as is possible):

- A. In the interest of maximum security, issuance of building and/or office keys will remain strictly limited. Personnel returning after normal working hours or on weekends must ring for the building serviceman for admittance to the building and to their offices. The building serviceman's call bell is located at the main entrance. The building serviceman will ask for the employee's identification card if he is not personally known. The Washington and Lincoln Centers have a 24-hour, seven-days-per-week custodial service.
- B. The last employee to leave each office after normal working hours should close the windows, turn out all lights, and lock the doors. Employees returning for work after normal working hours or on weekends will take the same precautions on leaving. Building servicemen will check for office security, see that all access doors and office doors are locked at 6 p.m., and report all unsecured places daily to the office manager in the Washington Center.

6-31 SAFE BOILER OPERATIONS

A. Boiler Code

A boiler code was established to require boiler manufacturers to meet the standards of safety. The code has been adopted in 46 states. All boilers bear a stamp of approval for heating.

B. Boiler Definition

An enclosed vessel in which water is heated or converted into steam.

C. Rules for Safe Operation

- 1. Anticipate every type emergency and be prepared to meet each one.

2. When an emergency arises, proceed to the proper valves or switches in a calm fashion.
3. Check water level in the gauge glass with the gauge cocks at least daily and also at any other time the accuracy of the glass indication is doubted.
4. Blow out each gauge glass and water column connection at least once each day.
5. Accompany all orders for *important* operations with a memorandum in writing to the appropriate office. Use a log to record important facts or unusual occurrences.
6. Remember always to have at least one gauge of water before lighting off; the level should be checked by the gauge cocks.
7. Be sure blowdown valves are closed and proper vents, water-column valves, and pressure-gauge cocks are open.
8. Use the bypass if one is provided. Crack the valve from its seat slightly and await pressure equalization. Then open it slowly.
9. Watch the steam gauge closely and be prepared to cut the boiler in, opening the stop valve only when the pressures are nearly equal.
10. Lift the valve from its seat by the hand lever when the pressure reaches about three-quarters of popping pressure.
11. Raise the valve from its seat with the lifting lever each day the boiler is under pressure. Test by raising to popping pressure once each week.
12. Always consult an authorized boiler inspector and accept his recommendations before increasing the safety valve load.
13. The valve should be fitted with a new spring and restamped by the manufacturers for charges over 10 per cent.
14. Unauthorized persons are not allowed in the boiler room.
15. When a boiler is being cleaned or repaired, a "tag" shall be placed on the boiler room to indicate there is a worker inside.
16. All boiler repairs are to be done by authorized agents of the MCPS who are specifically trained for the purpose.
17. Delayed ignition is a danger sign; always use proper ignition methods.
18. Always allow draft to clear furnace of gas and dust for several minutes. Draft conditions must be changed slowly.

19. When in doubt, seek advice immediately.

Requests for further information should be directed to the Division of Operations.

D. Emergency Action

1. *If there is no water in glass:*

- a) do not add water to hot boiler.
- b) do not haul coal fire.
- c) shut off gas or oil, bank coal, close ash doors.
- d) do nothing else to boiler until it cools down.
- e) call inspector or competent boiler repair man.

2. *If boiler is leaking:*

- a) if there is no water in glass follow directions under No. 1.
- b) if water shows in glass, maintain water level.
- c) cut off gas or oil, bank coal, close ash doors.
- d) close all steam valves on steam boiler.
- e) call inspector or competent boiler repair man.

3. *Flame out:*

- a) cut off gas or oil supply.
- b) call competent boiler repair man.

4. *Smoking boiler:*

- a) cut off gas or oil – if coal fired, open dampers wide.
- b) open windows and doors.
- c) call competent boiler repair man to check and clean boiler, burners, etc.

E. Hand Test the Following Installed Devices Frequently

1. Water level controls

2. Fuel igniters
3. Low water fuel cut-off devices
4. Flame failure fuel cut-off
5. Draft breaker
6. Damper position and safety stop

F. Care in Laying Up Boilers

1. Steel boilers should be drained at the end of an operating period preparatory to an extended "out-of-service" period. Man-hole and hand-hole plates should be removed and internal and external surfaces cleaned. Grates, combustion chamber, tubes, and other fire surfaces should be cleared of soot and ashes. Boilers should be allowed to remain open, dry, and clean during inoperative period so that air will circulate through to prevent deterioration.
2. Cast iron heating boilers, after draining, should be flushed out, refilled with fresh water, and allowed to stand full during the inoperative period. Grates, gas passages, and combustion chamber should be cleaned of ashes and soot.
3. Do not burn trash or paper during the off-season as the boiler may be damaged by overheating.
4. Oil burners, stokers, and automatic gas burning equipment should be serviced by your boiler repair man prior to the beginning of each operating period after an extended "out-of-service" period.

6-32 PARKING REGULATIONS, WASHINGTON CENTER

"No Parking" areas, particularly in front of entrances, must be left free for ready access of trucks and/or emergency vehicles.

6-33 AFTER SCHOOL USE OF FACILITIES

- A. The principal, in his role of school administrator, shall be responsible for maintaining proper relationships with those organizations which make applications to use the school. The principal or a designated member of his staff (which may be a building services employee) must be on duty at all times when a school building is being used by outside organizations.
- B. There must be a building services employee who has successfully completed the boiler safety course on duty at all times when the building is used during the heating season or when the boiler is in operation. Boilers must be checked hourly.

6-34 LIMITATIONS ON THE USE OF SCHOOL FACILITIES

- A. Board of Education policy mandates that groups using school facilities will conduct activities that are (1) orderly and lawful; (2) not of a nature to incite others to disorder; (3) not restrictive by reason of race, creed, or color.
- B. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
- C. There shall be no smoking in school buildings unless the area is posted otherwise.

6-35 TRESSPASSING ON MCPS BUILDINGS AND GROUNDS

(Article 27 of the *Annotated Code of Maryland*, 1957 Edition) Section 577A, Public Buildings and Grounds became effective June 1, 1966, and reads as follows:

- A. Any person refusing or failing to leave a public building or grounds or specific portion thereof of a public agency or public institution during those hours of the day or night when the building, grounds, or a specific portion thereof is regularly closed to the public upon being requested to do so by a regularly employed guard, watchman, or other authorized employee of the public agency or institution owning, operating, or maintaining the building or property if the surrounding circumstances are such as to indicate to a reasonable man that such person has no apparent lawful business to pursue at such place shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1,000 or imprisoned for not more than six months or both at the discretion of the court.
- B. Any person refusing or failing to leave a public building or grounds or a specific portion thereof of a public agency or public institution during regular business hours upon being requested to do so by an authorized employee of the public agency or institution owning, operating, or maintaining the building or property if the surrounding circumstances are such as to indicate to a reasonable man that such person has no apparent lawful business to pursue at such place or is acting in a manner disruptive of and disturbing to the conduct of normal business by such agency or institution shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1,000 or imprisoned for not more than six months or both at the discretion of the court.

6-36 GENERAL SCHOOL AND GROUNDS SAFETY

- A. Dark and Unfamiliar Places

The use of open flames, such as candles, torches, matches, etc., for lighting a building is prohibited. Flashlights or air extension light should be used.

Extreme care should be used when entering unfamiliar, unlighted areas.

Always be on the alert for overhead beams, pipes, wires, etc. Damp, dark places may have vermin or insects.

B. Fluorescent Lamps

Building services employees are responsible for the safe and efficient disposal of fluorescent tubes.

Defective tubes should be handled with care to avoid breakage. They should be placed in the container of the new tube when possible.

C. Garages

Smoking is prohibited in all MCPS garages.

Car lifts are to be operated by trained personnel only.

Engines shall not be running when gas tanks are being filled.

When filling gasoline tanks, employees shall make certain that the nozzle of the hose is in direct contact with the tank or metal funnel. On outside pumps, there shall be no smoking within 25 feet of the pump while gas is being pumped into the storage tank or vehicle.

D. Hand Trucks and Dollies

When using a hand truck, never carry more weight than you can control. Make sure your load is secure.

Do not block vision by piling freight too high.

Balance loads on dollies to offer maximum control.

E. Power Lawnmowers

1. The tank shall be filled not more than 3/4 full and only when the engine is cool and not running. (Expansion space in the tank is necessary as the sun expands the volume of gasoline in the tank.) Spillage on a hot motor could cause a fire.
2. All lawn areas should be inspected before mowing to make certain there are no stones, wire, glasses, etc. (Objects may be propelled by a rotary blade at the speed of a bullet.)
3. When using the large mower stay a safe distance from the building. The building servicemen shall use the small mower for areas close to the building.
4. The engine shall always be started out of doors.
5. If the power mower is self-propelled, the clutch shall be disengaged before starting.
6. Extreme caution should be used when cutting terraces and banks.
7. If the operator leaves the mower for any reason, it should be turned off.

8. All guards purchased for use on the mower shall be used.
9. When grass is being removed from the mower, the engine should be stopped by grounding the spark plug or removing its wire from the spark plug and placed so it cannot touch the spark plug. (Grounding the spark plug is not enough as the ground might be removed accidentally.) Rotating the blade of a rotary mower will crank and start the engine if the spark plug is connected. The spark plug should be grounded or its wire removed when the mower is stored. (Do not store with gasoline in tank. Do not store in boiler room.)
10. Any use of lawn mowers, power equipment, or manual equipment for the purpose of completing school board activities by persons not employed by the MCPS is strictly prohibited.
11. Lending MCPS property or equipment is prohibited.

F. Paper Cutters

1. Obtain permission from instructor before using the paper cutter.
2. Make sure that no one is inside the operator's zone.
3. Be certain that the handle controlling the blade is in its proper position and the safety lock engaged before setting the back gauge.
4. Keep hands clear of the blade at all times.
5. Limit the stock to be cut at one time to the capacity of the machine.
6. Use care when jogging stock so as to avoid being cut by paper.
7. Keep both hands on the handle controlling the blade during the cut, and return the blade to its proper position before removing stock.
8. Hand-operated cutters shall be used by junior and senior high school students under the direction of the teacher and in strict compliance with safe operational procedures.
9. Elementary school pupils shall not be allowed to operate cutters at any time.

G. Good Housekeeping Tips

1. Machines should be cleaned with a brush after using.
2. The work area should always be kept clean.
3. Tools should always be put away when not in use.
4. Materials and parts should be properly stored in designated areas.

5. Always use the right tool for the right job.
6. If an object is too heavy or awkward, get help in carrying it.
7. When handling materials, be sure to use available mechanical equipment.
8. Always use a ladder when you have to climb instead of using chairs, boxes, etc.
9. Walk cautiously around blind corners. Do not run or walk fast.

6-37 PRESSURIZED CANS

Pressurized cans are potentially hazardous if not used properly. Several accidents, serious injuries, and fatalities throughout the country have occurred as the result of improper use, storage, and disposal of pressurized cans.

Certain general precautions should be taken when working with pressurized cans:

- A. Read all warning messages on the container to determine whether the mixture is flammable.
- B. Do not puncture the can, for internal pressures could cause serious injury.
- C. Do not store in the sunlight or in temperatures over 100° F. because in some types of aerosols the internal pressures will rise to dangerous levels.
- D. Use in well ventilated areas, as prolonged inhalation may be harmful.
- E. Keep away from children.
- F. When using aerosol containers, you will notice that the containers bear words of caution. These warnings are determined by the Federal Hazardous Substances Liability Act, by state and local laws, and by the nature of the product.
- G. READ ALL WARNING MESSAGES ON THE CONTAINER TO DETERMINE WHETHER THE CONTENTS ARE FLAMMABLE.
- H. Remember flammability is only one concern and that explosion due to internal pressure is of equal importance.
- I. An educational effort be made to point out the hazards of heating containers.
- J. Special metal cans be provided for the suggested collection of these containers. (DO NOT PUT IN INCINERATOR.)
- K. The containers be disposed of in the same manner as other unburnable material, with the necessary precautions being taken not to puncture the pressurized cans.

- L. Special emphasis and poster-type notice could be placed in areas using these containers (shop — cosmetology — art — etc.) warning of the hazard and the need for segregation of used containers from other trash.

6-38 OFFICE SAFETY TIPS

- A. Practical jokes and horseplay are sometimes cruel and senseless. Keep your office a pleasant and congenial place in which to work.
- B. Report the smallest cut, scratch, or other injury immediately to the proper person in charge.
- C. Keep file drawers, desk drawers, slides, and locker doors closed when not in use.
- D. Use handles when closing drawers, file cabinets, or disappearing typewriter desks.
- E. Adjust or clean power driven office machinery only when they are stopped.
- F. Brush up broken glass, wrap carefully and thoroughly in strong papers, and place in a safe place to be removed.
- G. Be sure your typewriter is securely fastened in place before using.
- H. Place fans where no one can touch them accidentally and wait till the blades stop revolving before moving a fan.
- I. Keep razor blades, pins, pen points, knives, shears, and other sharp objects in the proper place.

6-39 EMERGENCY CLOSING OF SCHOOLS AND CENTRAL OFFICE (MCPS Regulation 245-4, September 8, 1967)

A. Advance Closing Due to Inclement Weather, Hazardous Roads, or Other Reasons

1. Decision and Notification of School Closing

In case of inclement weather, hazardous roads, or other reasons, the director of the Division of Transportation, after consultation with the appropriate offices on road conditions and weather forecasts, will confer with the superintendent, who will decide whether schools and the Central Office are to be closed. Radio and TV stations will be notified by the director of transportation no later than 6:00 a.m. In the event of an emergency closing of schools and/or the Central Office between the hours of 8:00 a.m. and 5:00 p.m., the administrative staff will be notified by the superintendent's office.

2. Personnel Procedures When Schools Are Closed in Advance

- a) If the Central Office remains open then it is announced prior to the opening of school (by TV or radio) that the schools will be closed for that day or for the following day, the principal and all twelve-month day and night shift supporting services personnel will report for work.

- b) If the Central Office is closed, all employees will be granted general emergency leave except the following emergency personnel, who are expected to be on duty:

- (1) Central Office Centrex operators until 5:30 p.m.
- (2) Building services managers of the day shift and building services foremen in charge of the evening shift for the Central Office and all schools.
- (3) All automotive shop personnel, transportation field supervisors, and clerical employees of the Division of Transportation (but not bus operators).
- (4) Designated personnel in the Division of Maintenance.
- (5) Other personnel who may be designated by the superintendent.

- c) Pay for Ten-Month Supporting Services Employees:

See MCPS Regulation 430-4, Board Resolution 533-66, September 12, 1966.

- d) Teachers, administrative and supervisory personnel:

See MCPS Regulation 430-1.

B. Delayed Opening of Schools Due to Inclement Weather, Hazardous Roads, or Other Reasons

1. In the event that the situation warrants, the opening of schools may be delayed 1-1/2 hours in order to permit buses to run their routes under safer conditions.

This delay will allow time for road crews to clear roads. It will allow motorists to complete their trips and clear the roads of heavy traffic and will provide greater safety for students who walk to school and also for those who are transported.

2. When the decision is made to delay the opening, announcements will be given to radio and TV stations no later than 6:00 a.m.

3. PLAN A – Delayed Opening Due to Inclement Weather or Hazardous Roads

- a) Buses on regular routes will run 1-1/2 hours later than their regularly scheduled times.
- b) Bus service will not be provided for Head Start, morning kindergarten, vocational/technical, special education, handicapped, or work-oriented curriculum pupils. Although bus service for these pupils will not be provided, classes will be held in all schools. Those students who ride regular buses, those who walk, and those who can be transported to and from school by parents will be expected to attend school. Teachers of these classes will have an opportunity to take advantage of the smaller classes to work individually with pupils who are able to be in attendance.

- c) Lunch will be served in each school.
- d) Dismissal in each school will follow the regular schedule unless otherwise announced.

C. Early Dismissal When Schools Are In Session

1. Student Dismissal Procedures When Schools Are In Session

When early dismissal of students is necessary, the dismissal plan will normally be announced by 10:30 a.m. on the Radio-Alerting System prior to radio and TV station announcements and will be indicated by the letter B or C as follows:

2. PLAN B – Early Dismissal Due to Inclement Weather or Hazardous Roads

- a) All schools will dismiss 1-1/2 hours early.
- b) Afternoon kindergarten classes will not be held.
- c) Morning kindergarten pupils will be taken home on the regular kindergarten bus runs.
- d) Buses will run their afternoon routes *in the same order* as on a regular school day. Buses may run late because of road conditions.
- e) Pupils who walk or drive will be dismissed after the first group of buses has departed. The purpose here is to insure pedestrian and auto safety.
- f) The lunch period should be scheduled for students prior to dismissal.
- g) All afternoon and evening meetings and activities are automatically cancelled.

3. PLAN C – Immediate Dismissal Due to Inclement Weather or Other Reasons

There may be occasions when students must be dismissed more than 1-1/2 hours before the regular dismissal time or less than 1-1/2 hours because of unusual circumstances.

Under Plan C:

- a) The time differential will be announced on the Radio-Alerting System prior to radio and TV announcements.
- b) Afternoon kindergarten classes will not be held.
- c) Buses will run their routes in the same order as on a regular school day. It is important that kindergarten pupils be transported on the first run from elementary schools. Buses may run late because of road conditions.
- d) Pupils who walk or drive will normally be dismissed after the first group of buses has departed.

- e) The announcement will include instructions regarding the lunch program.
- f) *All* afternoon and evening meetings and activities are automatically cancelled.

4. School and Central Office Personnel Dismissal When Schools Are In Session

- a) If students are dismissed at any time between the hours of 8:00 a.m. and 5:00 p.m. and the Central Office and schools remain open, all school employees will remain on duty until dismissed by the principal. Bus Operators: Designated drivers will be assigned to call a predesignated school to determine if all students have been taken home from the school. These drivers will return to the assigned school if the principal informs them that there are bus students still to be delivered. The director of the Division of Transportation will make the necessary assignments and will distribute a list of assignments to all principals and drivers. This list will be reviewed monthly and revisions made when necessary.
- b) At the discretion of the superintendent, the Central Office and schools may be closed. All employees will be granted emergency leave except the following emergency personnel, who are expected to be on duty:
 - (1) Central Office Centrex operators until 5:30 p.m.
 - (2) Building services managers of the day shift and building services foremen in charge of the evening shift for the Central Office and all schools.
 - (3) All automotive shop personnel, transportation field supervisors, and clerical employees of the Division of Transportation (but not bus operators).
 - (4) Designated personnel in the Division of Maintenance.
 - (5) Other personnel who may be designated by the superintendent.

D. Emergency Closing of An Individual School

If the principal feels that there is a reason for closing a school, the area director, assistant superintendent for administration, deputy superintendent, or superintendent depending upon local conditions may grant permission to close the school. All personnel shall remain on duty until dismissed by the principal. The principal shall notify the superintendent's office when a decision has been made to close the school.

BIBLIOGRAPHY

American Academy of Pediatrics. The academy has prepared a series of leaflets on child safety that are directed to parents. This pamphlet "Obedience Means Safety for Your Child" is an interesting examination of what a parent can do to make his child safe.

American Association of Health, Physical Education, and Recreation. The AAHPER offers important safety advice for school physical education classes. Some recommendations for safe play facilities are also provided. Their new booklet, "Teaching Safety in the Elementary Schools," is the latest addition to the NEA-AAHPER sponsored "classroom teachers series."

American Automobile Association. School patrols are a project of the AAA. Handbooks and record books for school patrol members, badges, Sam Browne belts, membership cards, and a special Patrol Teacher's guide are offered. The AAA has also prepared some information on school bus patrols. The safety director of your local AAA motor club can give on-the-spot assistance.

American Dental Association. The ADA has recently released an important report on athletic mouth protectors that tells how to avoid accidental injuries to the teeth and mouth. Dental injuries have always been of major concern to college and high school coaches, but as little league football develops, the report may be valuable at the elementary level.

American Medical Association. "Health Education for Schools and Colleges," a monthly digest of health and safety information, is published by the AMA, as are many pamphlets on areas of safety related to health. Excellent materials on first aid, health, and safety are available.

American National Red Cross. A prime source of first aid materials, the Red Cross also conducts a very active learn-to-swim program. A great deal of information of "Teaching Johnny to Swim" and on water safety is available. Red Cross local chapters teaches life-saving qualifying courses.

Bicycle Institute of America. This organization offers materials that are mainly concerned with bike safety. It has published sample programs, both for the school and the community, and a whole series of leaflets on hand signals, regulations, safety aids, and bike inspections. Information on organizing a bicycle safety club, complete with membership card, is also available.

National Board of Fire Underwriters. The NBFU can provide excellent school fire safety information. They have publications on the "fire safe school," fire drills, and an inspection blank for school fire safety.

National Congress of Parents and Teachers. The PTA is also eager to help with parent-oriented safety programs and has prepared a "Signals for Safety" booklet that outlines sample PTA programs.

The National Fire Protection Association. The nation's clearing house for fire safety information, the NFPA has pamphlets on everything from school fire tests to sprinkler systems, from treatment of burns to fire extinguishers. For elementary students, there is also a special packet of safety education materials centering around "Sparky, the Fire Dog."

National Safety Council. The council serves as a national and international clearing house to gather and distribute information about the causes of accidents and ways to prevent them.

The council publishes pamphlets, manuals, and teaching aids outlining methods of teaching safety, covering hazards to which children are exposed. Staff gives field assistance on the development of effective programs.

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